DOCUMENT RESUME

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By- Sherman, Stuart C.; Pinson, Leo A.

The Development and Operation of a System to Reclassify Older Books and Process New Books Under the Library of Congress Classification System for a Public Library Currently Employing the Dewey Decimal Classification. Progress Report.

Providence Public Library, R.I.

Spons Agency- Office of Education (DHEW), Washington, D.C. Bureau of Research.

Bureau No- BR-7-8381

Pub Date 1 Apr 68

Grant- OEG-1-7078381-4544

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This progress report on a pilot project involving the reclassification of 1,000 titles in the Providence Public Library using data processing techniques covers the period January 1, 1968, to March 31, 1968. The major activities and accomplishments, problems, significant findings and events, dissemination activities, staff time, and future activities are briefly outlined. Appendixes include: a sample input worksheet, an input worksheet with holdings, tagging and reclassification, corrected input worksheets, and examples of unique holding and tagging features. (JB)

BR-7-8381
PA-52

APR 8 - 1968

ED0 24431

PROGRESS REPORT
Project No. 7-8381
Grant No. OEG-1-7-078381-4544

LI 001157

THE DEVELOPMENT AND PILOT OPERATION OF A SYSTEM TO RE-CLASSIFY OLDER BOOKS AND PROCESS NEW BOOKS UNDER THE LIBRARY OF CONGRESS CLASSIFICATION SYSTEM FOR A PUBLIC LIBRARY CURRENTLY EMPLOYING THE DEWEY DECIMAL CLASSIFICATION.

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
OFFICE OF EDUCATION

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MARCH, 1968

LI 001157

U.S. DEPARTMENT OF
HEALTH, EDUCATION, AND WELFARE

Office of Education
Bureau of Research

ERIC/CLIS
JAN 6 '68
UNIVERSITY OF

PROGRESS REPORT
Project No. 7-8381
Grant No. OEG-1-7078381-4544

THE DEVELOPMENT AND PILOT OPERATION OF A SYSTEM TO RECLASSIFY OLDER BOOKS AND PROCESS NEW BOOKS UNDER THE LIBRARY OF CONGRESS CLASSIFICATION SYSTEM FOR A PUBLIC LIBRARY CURRENTLY EMPLOYING THE DEWEY DECIMAL CLASSIFICATION.

Stuart C. Sherman
Leo A. Pinson

PROVIDENCE PUBLIC LIBRARY
Providence, Rhode Island

April 1, 1968

The research reported herein was performed pursuant to a grant with the Office of Education, U.S. Department of Health, Education, and Welfare. Contractors undertaking such projects under Government sponsorship are encouraged to express freely their professional judgment in the conduct of the project. Points of view or opinions stated do not, therefore, necessarily represent official Office of Education position or policy.

U. S. DEPARTMENT OF
HEALTH, EDUCATION, AND WELFARE

Office of Education
Bureau of Research

OE Bureau of Research No. 7-8381
Period: January 1, 1968
to March 31, 1968.

Grant No. OEG-1-7-078381-4544
April 1, 1968.

Name of Institution: Providence Public Library.

Title of Project: THE DEVELOPMENT AND PILOT OPERATION OF A SYSTEM TO RECLASSIFY OLDER BOOKS AND PROCESS NEW BOOKS UNDER THE LIBRARY OF CONGRESS CLASSIFICATION SYSTEM FOR A PUBLIC LIBRARY CURRENTLY EMPLOYING THE DEWEY DECIMAL CLASSIFICATION.

Project Director: Leo A. Pinson

1. Major Activities and Accomplishments During this Period:

The shelf list and/or authority cards of the sample collection were microfilmed onto the input worksheets (Appendix 1). Branch and Department shelf list cards were sent to the Catalog Department, and the holdings of the system were entered on the worksheets. The first one hundred titles were reclassified and tagged according to the MARC 1 format (Appendix 2). These worksheets were then sent to Miss Ann Curran of Inforonics, Inc. for corrections in the tagging and for the eventual machine output of these titles. The corrected worksheets were xeroxed and returned to the library (Apendix 3 and 4). The remaining sample selection of the one thousand titles were reclassified and tagged. The final revision of these titles is nearing completion.

For each performed activity of the project statistic and time sheets were recorded. The final report will include these statistics.

2. Problems:

A new cataloger was hired on January 15, 1968. It was necessary to acquaint her with the procedures to be followed in the project, primarily regarding the Library of Congress classification schedules and the MARC 1 format.

Problems were encounted at Infornonics, Inc. in the method to be followed in transferring some of the more unique features of copy information into the machine readable record. Accordingly, some necesary changes were made in both recording the information and tagging to overcome the limitations of the MARC 1 format (Appendix 5).

3. Significant Findings and Events:

The amount of time expended in the initial reclassification and tagging of the one thousand titles was not as great as expected. Twenty six hours and thirty five minutes were spent in the tagging procedures and fourteen hours and forty five minutes in the actual reclassification. The hours consumed in revision are not included; however, they will approximate the times of the initial reclassifying and tagging.

The reclassifying can be done from the worksheets without retrieving the books from the shelves. Thus far, with some eight hundred and fifty titles reclassed -- this includes revisions -- only ten books were retrieved.

The Library of Congress classification, as it appears on the card or in the National Union Catalog, can be accepted without searching the Library of Congress schedules. In this project there was actually only one group of material that was updated, namely, Art and its relation to other subjects.

4. Dissemination Activities:

On March 12, 1968 librarians of Rhode Island and Southern Connecticut were invited to the Providence Public Library to be presented with the procedures in the reclassification project. Some twenty five librarians representing the Rhode Island Department of State Library Services, Brown University, University of Rhode Island, The Graduate Library School, Rhode Island College, Providence College and the major public libraries in the state attended. Miss Ann Curran and the representatives of the Providence Public Library explained the operations and procedures of the project.

5. Capital Equipment Acquisitions:

None.

6. Forms:

None.

7. Other Activities:

To acquaint Miss Elaine Davis, the new cataloger, with the reclassification project and its procedures, a visit was made to Inforonics, Inc. on January 29, 1968.

Two representatives, one from Alanar Book Processing Center and the other from Information Dynamics Corporation, expressed interest in the library's reconversion project. Interest on their part was purely commercial.

Mr. Lawrence F. Buckland spoke to the Executive Committee of the Library Board of Trustees. The purpose of the visit was to describe the progress of the project and to propose, at the suggestion of the Librarian, ways of financing the actual reclassification after completion of the present project. It was recommended that an agreement be drawn between Infornonics, Inc. and the Library to proceed with the conversion of the books in the Business-Industry-Science Department after July 1, 1968.

8. Staff Summary:

NAME	TITLE	FUNDS		PERCENT
		FEDERAL	LOCAL	OF TIME
Leo A. Pinson	Project Director		$557.50	7-1/2%
Elaine Davis	Cataloger		$390.00	6%
Marie D'Onofrio	Clerk		$ 85.60	2%
Janice Mottola	Clerk		$ 37.45	1%
Frances Johnson	Clerk		$ 39.06	1%
Carol Mortensen	Clerk		$ 35.00	1%
Winifred Fay	Clerk		$ 37.45	1%
Ann T. Curran	Library Systems Analyst	$535.13		46 hours
James Agenbroad	Library Systems Analyst	$253.32		27 hours
Robert Simmons	Systems Programmer	$ 34.83		3 hours
Anna Hance	Typist	$ 20.82		4 hours
Ann Hureau	Head of Typing Section	$ 26.00		3 hours
		$870.10	$1182.06	

9. Future Activities:

All worksheets will be forwarded to Inforonics, Inc. for the actual conversion to a machine record. The printed output of catalog cards, book pocket and slip labels together with book spine labels will be returned to Providence Public Library. The books will then be re-processed.

Sections C. D. and SNAGS of the procedure manual will be completed.

The final report, with its findings and statistics will be submitted.

10. Certification:

[illegible], President
Signature of Contract Officer.

Leo A. Pinson
Signature of Project Director.

Date.

April 3, 1968
Date.

APPENDIX

Input worksheet.

Input worksheet with holdings, tagging, and reclassification.

Corrected input worksheets.

Unique holding and tagging features.

1r ____________________
Control No.

2r 50

7r ____________________
Local Call No.

		Copies	Volumes
31r	Main;		;
31r	Main;		;
31r	Main;	Art	;
31r	Main;	Bis	;
31r	Fp;		;
31r	Mp;		;
31r	Ol;		;
31r	Ro;		;
31r	Sh;		;
31r	Sp;		;
31r	Wa;		;
31r	Wp;		;

	Key	Date 1	Date 2	Place	Pubr.	Ht.
29	1	4	4	4	4	2

	Class	Lang 1	Lang 2
41	1	4	4

	Bib.	Form	Conf.	Juv.	Suppl.
32	1	1	1	1	1

SEARCHING REPORT

___42	___58-62
___42-47	___63-65
___48-52	___66+
___53-57	

___Found LC copy
___Found diff. ed.
______________ call no.

___Not found

SUBJECT HEADING UPDATING

___No. of Headings
___No. of Headings changed

Source
___7th ed.
___7/64-12/65
___1/66-12/66
___1/67+

LC CALL NO. UPDATING

___changed
___obsolete
___different treatment

MISSING (WHEN ASSIGNING LC CALL NO.)

_____Date 1st check
_____Recall required
_____Still missing, 2d check
_____Date recalled. Br.____
_____Date rec'd.

OTHER LOCATION SYMBOLS

Bkm	Ord
Bs	Per
Cat	Ra
Ita	Ref
Jewl	Tex
	Ya

1r 153

2r 50

7r

Local Call No.

		Copies	Volumes
31r	Main;	|	;
31r	Main;		;
31r	Main;	C.1 Art	;
31r	Main;	Bis	;
31r	Fp;		;
31r	Mp;	C.1	;
31r	Ol;	C.1	;
31r	Ro;	C.1	;
31r	Sh;	C.1	;
31r	Sp;	C.1	;
31r	Wa;		;
31r	Wp;	C.1	;

700
J52f

SHELF LIST

10 Jenkins, Dorothy Helen, 1907-
20 A fortune in the junk pile; a guide to valuable antiques.
30 New York, Crown Publishers 1963,
40 440 p. illus. 22 cm.

70 1. Collectors and collecting. 70 2. Art industries and trade—U. S. ~~I.~~ Title. 740

90 NK1125.J4 708.04 91 63-12035

Library of Congress 5 40

	Key	Date 1	Date 2	Place	Pubr.	Ht.
29	1 S	4 1963	4	4	4	2 22

	Class	Lang 1	Lang 2
41	1 S	4 eng	4

	Bib.	Form	Conf.	Juv.	Suppl.
32	1	1 m	1	1	1

SEARCHING REPORT

__42	__58-62
__42-47	__63-65
__48-52	__66+
__53-57	

__Found LC copy
__Found diff. ed.
________call no.

__Not found

SUBJECT HEADING UPDATING

2 No. of Headings
__No. of Headings changed

Source
✓7th ed.
__7/64 - 12/65
__1/66 - 12/66
__1/67+

LC CALL NO. UPDATING

__changed
__obsolete
__different treatment

MISSING (WHEN ASSIGNING LC CALL NO.)

____Date 1st check
__Recall required
__Still missing, 2d check
____Date recalled. Br.___
____Date rec'd.

OTHER LOCATION SYMBOLS

Bkm	Ord
Bs	Per
Cat	Ra
Ita	Ref
Jewl	Tex
	Ya

onics

February 13, 1968

Mr. Leo Pinson
Providence Public Library
Providence, Rhode Island

Dear Mr. Pinson:

Jim Agenbroad and I have reviewed your first batch of worksheets. There are very few errors in them. You get an "A". I am enclosing xerox copies of the corrected worksheets.

I have also gone over them with the supervisor of our typing operation in Maynard. As a result of these efforts plus some programming changes we are making to spell out abbreviated subheadings, I have the following comments:

(1) Could you use a red pencil when writing on the worksheets? It would be much easier for our typists to read.

(2) In the tracings, the Arabic numerals, Roman numerals, and the words Title and Series should be crossed out.

(3) The tag 94 with the LC card no. should be used only with pure LC cataloging data. The updating of the data to bring it into agreement with the new cataloging rules is considered to be "pure" LC data. Any change in the imprint or addition of notes are not to be pure LC data. When such changes are made, the identification numbering procedures for local cataloging noted below in (4) should be followed. A local call no. in tag 7r does not effect the cataloging's purity.
(Examples #'s 8, 14, 31, 34, 37, 38)

(4) In local cataloging records, or in modified (impure) LC records (a) the tag 94p should be used instead of tag 94 and (b) the Providence Public Library control number should be used in lieu of the LC card number. This control number should be preceded by "68" to bring it into a style common to the LC card numbering practices.
(Examples: 8, 13, 14, 31, 34, 37, 38)

new concepts in information organization, processing, and presentation
INFORONICS, INC.
806 MASSACHUSETTS AVENUE CAMBRIDGE, MASSACHUSETTS 02139 TEL. (617) 547-1750
146 MAIN STREET MAYNARD, MASSACHUSETTS 01754 TEL. (617) 897-8815
927 15TH STREET, N. W. WASHINGTON, D. C. 20005 TEL. (202) 638-6862

(5) The title statement is delimited as follows:

Short title< Remainder of title< Remainder of Title Page Transcription

Only one section -- the last one -- contains non-title data, i.e., author statements, illustrator statements, translator statements. This means that one delimiter separates all such statements from the title data.
(Examples: 27, 37, 38, 39, 40, 41, 43)

(6) When the imprint year of the book owned is not the same as the year shown in the call number established at LC, do not change the year in the LC call number. Leave it as it is and tag it 90. Enter a local call number containing the year which matches the book owned.
(Examples: 8, 14)

(7) When entering local call number, put a slash between double Cutter numbers. When LC call numbers are broken up automatically by the computer, each Cutter number is put on a new line.
(Examples: 38, 44)

(8) When author entries contain dates prior to the year 1000, zeros should be inserted before the years so that the year contains 4 digits.
(Example: 44)

(9) When the year in an LC card number contains only 1 digit, (3-12345 for a card issued in 1903) precede the 3 with a zero (03-12345).
(Example: 44)

(10) When the height is not available (from the worksheet or from searching for LC copy), write in two zero's in the Ht. block in field 29.
(Example: 13)

If you have any questions about any of this, call me.

I received your shipment of pressure sensitive labels. Thank you.

Sincerely yours,

Ann T. Curran

Ann T. Curran
Library Systems Analyst

1r S

2r 50

7r Bl/181/.B6/1927
Local Call No.

		Copies	Volumes
31r	Main;	1	;
31r	Main;		;
31r	Main;	Art	;
31r	Main;	Bis	;
31r	Fp;		;
31r	Mp;		;
31r	Ol;		;
31r	Ro;		;
31r	Sh;		;
31r	Sp;		;
31r	Wa;		;
31r	Wp;		;

① 94 p. Not pure LC data.

② Do not chang: yr. in LC Call #

③ Delimit after 2d place (see MARC I notes, p. 2)

70
210
B669n2 Boedder, Bernard, 1841–
… Natural theology, ~~by Bernard Boedder, s.j.~~ 35 2d ed. (~~new~~ impression) 30 London, New York, ~~etc.~~ Longmans, Green, ~~and co., 1921.~~ 1927.
40 2 p. l., [vii]–xii, 480 p. 19cm. 51 (Stonyhurst philosophical series)

60 a reprint of the 1921 edition.

70 1. Natural theology. 70 2. God.

94 p. 68-8
~~26-9199~~

Library of Congress 90 BL181.B6 1921 ~~1921~~ ~~1927~~
[40f1]

	Key	Date 1	Date 2	Place	Pubr.	Ht.
29	1 R	4 1927	4 1921	4	4	2 19

	Class	Lang 1	Lang 2
41	1 S	4 eng	4

	Bib.	Form	Conf.	Juv.	Suppl.
32	1	1 m	1	1	1

SEARCHING REPORT

___42
___42-47
___48-52
___53-57
___58-62
___63-65
___66+

___Found LC copy
___Found diff. ed.
_______________call no.

___Not found

SUBJECT HEADING UPDATING

2 No. of Headings
___No. of Headings changed

Source
✓ 7th ed.
___7/64 - 12/65
___1/66 - 12/66
___1/67+

LC CALL NO. UPDATING

✓ changed
___obsolete
✓ different treatment

MISSING (WHEN ASSIGNING LC CALL NO.)

_____Date 1st check
___Recall required
___Still missing, 2d check
_____Date recalled. Br.____
_____Date rec'd.

OTHER LOCATION SYMBOLS

Bkm
Bs
Cat
Ita
Jewl

Ord
Per
Ra
Ref
Tex
Ya

1r 13

2r 50

7r
Local Call No.

		Copies	Volumes
31r	Main;	4.1	;
31r	Main;		;
31r	Main;	Art	;
31r	Main;	Bis	;
31r	Fp;		;
31r	Mp;		;
31r	Ol;		;
31r	Ro;		;
31r	Sh;		;
31r	Sp;		;
31r	Wa;		;
31r	Wp;		;

① Delimit after the name (before the title "graf") after the 4th digit in the 1st year

② 94 p - not LC date

③ Precede a PPL control # with 68

④ Put "00" in Ht field if do not have ht on card.

92 210
T654L

A C

10 Tolstoi, Lev Nikolaevich, graf, 1828-1910.
20 Lift up your eyes; the religious writings of Leo Tolstoy. Introd. by Stanley R. Hopper. 30 New York, Julian Press, 1960.
40 581p port.

~~RP.~~

70 I. Theology--Collected works--19th century. 74 ~~I. Title.~~ 74 ~~II. Title:~~ The religious writings of Leo Tolstoy.

90 BR125.T68

94 p
68 13

	Key	Date 1	Date 2	Place	Pubr.	Ht.
29	1 S	4 1960	4	4	4	2 00

	Class	Lang 1	Lang 2
41	1 S	4 eng	4

	Bib.	Form	Conf.	Juv.	Suppl.
32	1	1 M	1	1	1

SEARCHING REPORT

✓ 42
✓ 42-47
✓ 48-52
✓ 53-57
✓ 58-62
__ 63-65
__ 66+

__ Found LC copy
__ Found diff. ed.
__________ call no.

✓ Not found

SUBJECT HEADING UPDATING

/ No. of Headings
__ No. of Headings changed

Source
✓ 7th ed.
__ 7/64 - 12/65
__ 1/66 - 12/66
__ 1/67+

LC CALL NO. UPDATING

__ changed
__ obsolete
__ different treatment

MISSING (WHEN ASSIGNING LC CALL NO.)

____ Date 1st check
__ Recall required
__ Still missing, 2d check
____ Date recalled. Br.____
____ Date rec'd.

OTHER LOCATION SYMBOLS

Bkm	Ord
Bs	Per
Cat	Ra
Ita	Ref
Jewl	Tex
	Ya

1r 27

2r 50

7r

Local Call No.

		Copies	Volumes
31r	Main;	c.1	;
31r	Main;		;
31r	Main;	Art	;
31r	Main;	Bis	;
31r	Fp;		;
31r	Mp;		;
31r	Ol;		;
31r	Ro;		;
31r	Sh;		;
31r	Sp;		;
31r	Wa;		;
31r	Wp;		;

Only 1 author statement

12 230
B284d

SHELF LIST

10 Barth, Karl, 1886-
20 Dogmatics in outline. With a new foreword by the author. Translation by G. T. Thompson. 30 N.Y., Harper c1959.
40 155p. 21cm (Harper torchbooks, TB56. Cloister library)

70 1. Theology, Doctrinal. 70 2. Apostles' Creed. ~~I. Tit~~

90 BT 77. B345 1959 [illegible] 94 59-10343

29	Key 1 S	Date 1 4 1959	Date 2 4	Place 4	Pubr. 4	Ht. 2 21

41	Class 1 t	Lang 1 4 eng	Lang 2 4 unk

32	Bib. 1	Form 1 m	Conf. 1	Juv. 1	Suppl. 1

SEARCHING REPORT

__42
__42-47
__48-52
__53-57
✓58-62
__63-65
__66+

✓Found LC copy
__Found diff. ed.
BT 77. B345 call no.

__Not found

SUBJECT HEADING UPDATING

2 No. of Headings
__No. of Headings changed

Source
✓7th ed.
__7/64 - 12/65
__1/66 - 12/66
__1/67+

LC CALL NO. UPDATING

__changed
__obsolete
__different treatment

MISSING (WHEN ASSIGNING LC CALL NO.)

____Date 1st check
__Recall required
__Still missing, 2d check
____Date recalled. Br.____
____Date rec'd.

OTHER LOCATION SYMBOLS

Bkm	Ord
Bs	Per
Cat	Ra
Ita	Ref
Jewl	Tex
	Ya

1r 29

2r 50

7r

Local Call No.

		Copies	Volumes
31r	Main;	c.1	;
31r	Main;		;
31r	Main;	Art	;
31r	Main;	Bis	;
31r	Fp;		;
31r	Mp;		;
31r	Ol;		;
31r	Ro;		;
31r	Sh;		;
31r	Sp;		;
31r	Wa;		;
31r	Wp;		;

Should be 50

92
230 100
B284g

SHELF LIST

Barth, Karl, 1886-
20 God here and now. Translated by Paul M. van Buren.
25 [1st ed.] 30 New York, 31 Harper & Row [1964]
40 xviii, 108 p. 22 cm. (Religious perspectives, v. 9 [i. e. 10])
60 Seven addresses.

70
75t 1. Theology, Doctrinal—Addresses, essays, lectures. 74t ~~I. Title.~~
~~(Series)~~

2551 90 BT80.B353 ~~230~~.082 94 64-10750

	Key	Date 1	Date 2	Place	Pubr.	Ht.
29	1 S	4 1964	4	4	4	2 22

	Class	Lang 1	Lang 2
41	1 C	4 eng	4 UNK

	Bib.	Form	Conf.	Juv.	Suppl.
32	1	1 M	1	1	1

SEARCHING REPORT

__ 42	__ 58-62
__ 42-47	__ 63-65
__ 48-52	__ 66+
__ 53-57	

__ Found LC copy
__ Found diff. ed.
________ call no.

__ Not found

SUBJECT HEADING UPDATING

1 No. of Headings
__ No. of Headings changed

Source
✓ 7th ed.
__ 7/64 - 12/65
__ 1/66 - 12/66
__ 1/67+

LC CALL NO. UPDATING

__ changed
__ obsolete
__ different treatment

MISSING (WHEN ASSIGNING LC CALL NO.)

__ Date 1st check
__ Recall required
__ Still missing, 2d check
__ Date recalled. Br. __
__ Date rec'd.

OTHER LOCATION SYMBOLS

Bkm	Ord
Bs	Per
Cat	Ra
Ita	Ref
Jewl	Tex
	Ya

1r 31

2r 50

7r

Local Call No.

		Copies	Volumes
31r	Main;	c.1	;
31r	Main;		;
31r	Main;	Art	;
31r	Main;	Bis	;
31r	Fp;		;
31r	Mp;		;
31r	Ol;		;
31r	Ro;		;
31r	Sh;		;
31r	Sp;		;
31r	Wa;		;
31r	Wp;		;

94 p. - Not pure LC data. Have added a 60 (note) to the LC data

92 230
B284zc

SHELF LIST

10 Casalis, Georges.

20 Portrait of Karl Barth. Translated, with an introd., by Robert McAfee Brown. 25 1st ed. (in the U. S. A.) 30 Garden City, N. Y., Doubleday, 1963.

40 135 p. 22 cm.

60 Includes bibliography.

70 1. Barth, Karl, 1886-

90 BX4827.B3C33 1963 ~~230~~ 94p ~~63-7433~~ 68-31

Library of Congress [5] 6

	Key	Date 1	Date 2	Place	Pubr.	Ht.
29	1 s	4 1963	4	4	4	2

	Class	Lang 1	Lang 2
41	1 t	4 eng	4 unk

	Bib.	Form	Conf.	Juv.	Suppl.
32	1 X	1 m	1	1	1

SEARCHING REPORT

__42
__42-47
__48-52
__53-57
__58-62
__63-65
__66+

__Found LC copy
__Found diff. ed.
__________call no.

__Not found

SUBJECT HEADING UPDATING

1 No. of Headings
__No. of Headings changed

Source
__7th ed.
__7/64 - 12/65
__1/66 - 12/66
__1/67+

LC CALL NO. UPDATING

__changed
__obsolete
__different treatment

MISSING (WHEN ASSIGNING LC CALL NO.)

____Date 1st check
__Recall required
__Still missing, 2d check
____Date recalled. By.___
____Date rec'd.

OTHER LOCATION SYMBOLS

Bkm	Ord
Bs	Per
Cat	Ra
Ita	Ref
Jewl	Tex
	Ya

1r 37

2r 50

7r BR/65/.A6/1946
Local Call No. /

		Copies	Volumes
31r	Main;	/c.1-4	;/v.1-2
31r	Main;		;
31r	Main;	Art	;
31r	Main;	Bis	;
31r	Fp;		;
31r	Mp;		;
31r	Ol;		;
31r	Ro;		;
31r	Sh;		;
31r	Sp;		;
31r	Wa;		;
31r	Wp;		;

① Only 1 author statement
② 94 p. - Not pure LC data
③ 68 before PPL control
#

242
A923cL

10 a Augustinus, Aurelius, *Saint, bp. of Hippo.*

20 St. Augustine's Confessions; with an English translation, by William Watts, 1631 30 London, W. Heinemann; New York, The Macmillan co., ~~1912~~ 1946.

40 2 v. 17cm. (*Half-title:* The Loeb classical library)

"This is a reprint of William Watt's translation (with Scripture references) corrected according to Knöll's text, with the help of the translations of Pusey (1838) and C. Bigg (Books I. to IX.; Methuen, 1897-1909) and the annotated text of J. Gibb and W. Montgomery (Cambridge Patristic texts, 1908)"—Pref.

5 Preface signed: W. H. D. Rouse.

6 Bibliography: vol. I, p. vii; vol. II, p. vii.

6 Reprinted. of the 1912 edition

7/ I. Watts, William, 1590?-1649, tr. 7/ II. Rouse, William Henry Denham, 1863-1950 ed. III. ~~Title~~. IV. Series.

Library of Congress —— Copy 2.

PA6156.A8 1912-
BR65.A6 1912
[45x1]

44/13—5585
94 p. 37

29

Key	Date 1	Date 2	Place	Pubr.	Ht.
1 T	4 1946	4 1912	4	4	2 17

41

Class	Lang 1	Lang 2
1 m	4 eng	4 lat

32

Bib.	Form	Conf.	Juv.	Suppl.
1 X	1 m	1	1	1

SEARCHING REPORT

__42 __58-62
__42-47 __63-65
__48-52 __66+
__53-57

__Found LC copy
__Found diff. ed.
__________call no.

__Not found

SUBJECT HEADING UPDATING

__No. of Headings
__No. of Headings changed

Source
7th ed.
__7/64 - 12/65
__1/66 - 12/66
__1/67+

LC CALL NO. UPDATING

✓ changed
__obsolete
✓ different treatment

MISSING (WHEN ASSIGNING LC CALL NO.)

____Date 1st check
__Recall required
__Still missing, 2d check
____Date recalled. Br.___
____Date rec'd.

OTHER LOCATION SYMBOLS

Bkm
Bs
Cat
Ita
Jewl

Ord
Per
Ra
Ref
Tex
Ya

1r ______________________________ 38

2r 50

7r BR65/.A6/E5/1943
Local Call No.

①Only 1 Cutter # on a line

②Only 1 author statement

③ 68 precedes yr. in PPL control #

		Copies	Volumes
31r	Main;	/a.1.4	;
31r	Main;		;
31r	Main;	Art	;
31r	Main;	Bis	;
31r	Fp;		;
31r	Mp;		;
31r	Ol;		;
31r	Ro;		;
31r	Sh;		;
31r	Sp;	Cop. # 1	;
31r	Wa;		;
31r	Wp;		;

242
A923cp

10 Augustinus, Aurelius, *Saint, bp. of Hippo.*

20 The Confessions of St. Augustine, translated and annotated by J. G. Pilkington, ~~M. A.~~ with biographical introduction. New York, Boni & Liveright, ~~1927.~~ [1943]

40 l, 414 p., ~~1 l.~~ 22½ cm. (The black and gold library)

60 Bibliography~~: 1 leaf at end.~~

60 Reprint of the 1927 edition.

71 ~~1.~~ Pilkington, Joseph Green, ed. and tr. ~~II.—Title.~~

68-27—27919

Library of Congress 90 BR65.A6E5 1927
[44f1]

68 9438

	Key	Date 1	Date 2	Place	Pubr.	Ht.
29	1 X	4 1943	4 1927	4	4	2 23

	Class	Lang 1	Lang 2
41	1 t	4 eng	4 lat

	Bib.	Form	Conf.	Juv.	Suppl.
32	1 X	1 m	1	1	1

SEARCHING REPORT

___42
___42-47
___48-52
___53-57
___58-62
___63-65
___66+

___Found LC copy
___Found diff. ed.
______________call no.

___Not found

SUBJECT HEADING UPDATING

___No. of Headings
___No. of Headings changed

Source
___7th ed.
___7/64 - 12/65
___1/66 - 12/66
___1/67+

LC CALL NO. UPDATING

___changed
___obsolete
___different treatment

MISSING (WHEN ASSIGNING LC CALL NO.)

______Date 1st check
___Recall required
___Still missing, 2d check
______Date recalled. Br.___
______Date rec'd.

OTHER LOCATION SYMBOLS

Bkm
Bs
Cat
Ita
Jewl
Ord
Per
Ra
Ref
Tex
Ya

1r 39

2r 50

7r ~~[illegible]~~
Local/Call No.

		Copies	Volumes
31r	Main; q	c.1	;
31r	Main;		;
31r	Main;	Art	;
31r	Main;	Bis	;
31r	Fp;		;
31r	Mp;		;
31r	Ol;		;
31r	Ro;		;
31r	Sh;	Cop.—C.1	;
31r	Sp;	Copy—C.1	;
31r	Wa;		;
31r	Wp;		;

① Do not need a local call # (the "q" should not be in it anyway)
② Only 1 author statement
③ 71 - delimiter after name (+ before relator)

90 q242
A923cpa

SHELF LIST

10 Augustinus, Aurelius, Saint, Bp. of Hippo.
20 Confessions. In the translation of J. G. Pilkington. With an introd. by George N. Shuster and illustrated with paintings by Edy Legrand. New York, Heritage Press [1963]
40 xxx, 236 p. 20 col. plates. 27 cm.

71 I. Pilkington, Joseph Green, tr. ~~II. Title.~~

90 BR65.A6E5 1963a 94 64-28

Library of Congress

29	Key	Date 1	Date 2	Place	Pubr.	Ht.
	1 s	4 1963	4	4	4	2 27.

41	Class	Lang 1	Lang 2
	1 t	4 eng	4 [illegible]

32	Bib.	Form	Conf.	Juv.	Suppl.
	1	1 m	1	1	1

SEARCHING REPORT

___42 ___58-62
___42-47 ___63-65
___48-52 ___66+
___53-57 ___

___Found LC copy
___Found diff. ed.
_____________call no.

___Not found

SUBJECT HEADING UPDATING

___No. of Headings
___No. of Headings changed

Source
___7th ed.
___7/64 - 12/65
___1/66 - 12/66
___1/67+

LC CALL NO. UPDATING

___changed
___obsolete
___different treatment

MISSING (WHEN ASSIGNING LC CALL NO.)

_____Date 1st check
___Recall required
___Still missing, 2d check
_____Date recalled. Br.___
_____Date rec'd.

OTHER LOCATION SYMBOLS

Bkm	Ord
Bs	Per
Cat	Ra
Ita	Ref
Jewl	Tex
	Ya

1r 40

2r 50

7r ___
Local Call No.

① Only 1 author statement

		Copies	Volumes
31r	Main;	1.1.1-3	;
31r	Main;		;
31r	Main;	Art	;
31r	Main;	Bis	;
31r	Fp;		;
31r	Mp;		;
31r	Ol;		;
31r	Ro;		;
31r	Sh;		;
31r	Sp;		;
31r	Wa;		;
31r	Wp;		;

SHELF LIST

242
A923cpu

Augustinus, Aurelius, Saint, Bp. of Hippo.
The Confessions of Saint Augustine. Translated by Edward B. Pusey. Introd. by Fulton J. Sheen. N.Y., Modern Library c1949.
338p. 19cm (The Modern Library of the world's best books)

~~I. Title.~~

94 , 19-4418

BR 65 .A6 E5 19[illegible] 242

Key	Date 1	Date 2	Place	Pubr.	Ht.
1 S	4 1949	4	4	4	2 19

29

Class	Lang 1	Lang 2
1 t	4 eng	4 lat

41

Bib.	Form	Conf.	Juv.	Suppl.
1	1 m	1	1	1

32

SEARCHING REPORT

___42
___42-47
✓ 48-52
___53-57
___58-62
___63-65
___66+

✓ Found LC copy
___Found diff. ed.
[illegible] call no.

___Not found

SUBJECT HEADING UPDATING

0 No. of Headings
___No. of Headings changed

Source
7th ed.
___7/64 - 12/65
___1/66 - 12/66
___1/67+

LC CALL NO. UPDATING

___changed
___obsolete
___different treatment

MISSING (WHEN ASSIGNING LC CALL NO.)

___Date 1st check
___Recall required
___Still missing, 2d check
___Date recalled. Br.___
___Date rec'd.

OTHER LOCATION SYMBOLS

Bkm
Bs
Cat
Ita
Jewl

Ord
Per
Ra
Ref
Tex
Ya

1r ______ 41

2r 50

7r ______

Local Call No.

		Copies	Volumes
31r	Main;	c. 1	;
31r	Main;		;
31r	Main;	Art	;
31r	Main;	Bis	;
31r	Fp;		;
31r	Mp;		;
31r	Ol;		;
31r	Ro;		;
31r	Sh;		;
31r	Sp;		;
31r	Wa;		;
31r	Wp;		;

① Only 1 author statement

SHELF LIST

242
A923cpug 10

Augustinus, Aurelius, Saint, Bp. of Hippo.

~~The~~ Confessions ~~of Saint Augustine.~~ Translated by Edward B. Pusey. Introd. by Harold C. Gardiner. 30 N.Y., Pocket Books ~~[c1951]~~ 1952, c1951

4 0 301p. 17cm. (Collector's edition), 26)

~~I. Title.~~

1796

94

51-39775

90 BR 65. A6 E5 1952

Key	Date 1	Date 2	Place	Pubr.	Ht.
1 S	4 1952	4 1951	4	4	2 17

29

Class	Lang 1	Lang 2
1 t	4 eng	4 lat

41

Bib.	Form	Conf.	Juv.	Suppl.
1	1 m	1	1	1

32

SEARCHING REPORT

__ 42
__ 42-47
✓ 48-52
__ 53-57
__ 58-62
__ 63-65
__ 66+

✓ Found LC copy
__ Found diff. ed.
BR65.A6E5 1952 call no.
__ Not found

SUBJECT HEADING UPDATING

0 No. of Headings
__ No. of Headings changed

Source
7th ed.
__ 7/64 - 12/65
__ 1/66 - 12/66
__ 1/67+

LC CALL NO. UPDATING

__ changed
__ obsolete
__ different treatment

MISSING (WHEN ASSIGNING LC CALL NO.)

__ Date 1st check
__ Recall required
__ Still missing, 2d check
__ Date recalled. Br.__
__ Date rec'd.

OTHER LOCATION SYMBOLS

Bkm	Ord
Bs	Per
Cat	Ra
Ita	Ref
Jewl	Tex
	Ya

1r ______________43

① Only 1 author statement

2r 50

7r ______________
Local Call No.

		Copies	Volumes
31r	Main;	c.1	;
31r	Main;		;
31r	Main;	Art	;
31r	Main;	Bis	;
31r	Fp;		;
31r	Mp;		;
31r	Ol;		;
31r	Ro;		;
31r	Sh;		;
31r	Sp;		;
31r	Wa;		;
31r	Wp;		;

92 242
A923s 10a

Augustinus, Aurelius, *Saint, bp. of Hippo.*

20 The soliloquies of St. Augustine, translated into English by Rose Elizabeth Cleveland, with notes and introduction by the translator. 30 Boston, Little, Brown, and company, 1910.

40 2 p. l., [vii]-xlv, 180 p. 19½cm.

71 2. Cleveland, Rose Elizabeth, 1846-1918, ed. and tr.

94 10—23344

Library of Congress ○ 90 BR65.A87E5 1910
[44c1]

29

Key	Date 1	Date 2	Place	Pubr.	Ht.
1 s	4 1910	4	4	4	2 20

41

Class	Lang 1	Lang 2
1 t	4 eng	4 lat

32

Bib.	Form	Conf.	Juv.	Suppl.
1	1 [illegible]	1	1	1

SEARCHING REPORT

__42
__42-47
__48-52
__53-57
__58-62
__63-65
__66+

__Found LC copy
__Found diff. ed.
______________call no.

__Not found

SUBJECT HEADING UPDATING

__No. of Headings
__No. of Headings changed

Source
7th ed.
__7/64 - 12/65
__1/66 - 12/66
__1/67+

LC CALL NO. UPDATING

__changed
__obsolete
__different treatment

MISSING (WHEN ASSIGNING LC CALL NO.)

____Date 1st check
__Recall required
__Still missing, 2d check
____Date recalled. Br.___
____Date rec'd.

OTHER LOCATION SYMBOLS

Bkm
Bs
Cat
Ita
Jewl
Ord
Per
Ra
Ref
Tex
Ya

1r 44

2r 50

7r [illegible]

Local Call No.

		Copies	Volumes
31r	Main;	c.1	;
31r	Main;		;
31r	Main;	Art	;
31r	Main;	Bis	;
31r	Fp;		;
31r	Mp;		;
31r	Ol;		;
31r	Ro;		;
31r	Sh;		;
31r	Sp;		;
31r	Wa;		;
31r	Wp;		;

① Dates preceding yr 1000

② Delimit after yr

③ Delimit before relator

④ precede 3 (fr. n 1903) with a zero

⑤ Is pre LC date so can use LC card #

⑥ Double Cutters in Call # are not put on same line

242
A923sk

10 Augustinus Aurelius, Saint, bp. of Hippo.

... King Alfred's Old English version of St. Augustine's Soliloquies, ed. with introduction, notes, and glossary by Henry Lee Hargrove, ~~PH.D.~~ New York, H. Holt and company, 1902.

lvii, 120 p., 1 l. incl. facsims. 22½cm. (Yale studies in English, ~~A. S. Cook, editor.~~ XIII)

0849-901, tr.

71 ~~I.~~ Alfred, the Great, king of England, 849-901, tr. 71 ~~II.~~ Hargrove, Henry Lee, ed.

~~3—15852~~

Library of Congress PR1545.A15
——— Copy 2. PR13.Y3

(94) 03-15852

[a29f1]

	Key	Date 1	Date 2	Place	Pubr.	Ht.
29	1 s	4 1902	4	4	4	2 23

	Class	Lang 1	Lang 2
41	1	4 ang	4 lat

	Bib.	Form	Conf.	Juv.	Suppl.
32	1	1 m	1	1	1

SEARCHING REPORT

☐ 42
☐ 42-47
☐ 48-52
☐ 53-57
☐ 58-62
☐ 63-65
☐ 66+

☐ Found LC copy
☐ Found diff. ed.
________ call no.

☐ Not found

SUBJECT HEADING UPDATING

☐ No. of Headings
☐ No. of Headings changed

Source
7th ed.
☐ 7/64 - 12/65
☐ 1/66 - 12/66
☐ 1/67+

LC CALL NO. UPDATING

☑ changed
☐ obsolete
☑ different treatment

MISSING (WHEN ASSIGNING LC CALL NO.)

____ Date 1st check
____ Recall required
____ Still missing, 2d check
____ Date recalled. Br.____
____ Date rec'd.

OTHER LOCATION SYMBOLS

Bkm	Ord
Bs	Per
Cat	Ra
Ita	Ref
Jewl	Tex
	Ya

February 15, 1968

Mr. Leo Pinson
Providence Public Library
150 Empire Street
Providence, Rhode Island 02903

Dear Leo:

I am enclosing another corrected worksheet which I think you might like to see. The error is in delimiting the date in a personal name entry. The 2d delimiter should directly follow the fourth digit in the first date shown in the entry:

Bacon, Roger,< 1214<?-1294.

Sincerely yours,

Ann T Curran

Ann T. Curran
Library Systems Analyst

ATC:tmd
Enclosure

new concepts in information organization, processing, and presentation

INFORONICS, INC.
806 MASSACHUSETTS AVENUE, CAMBRIDGE, MASSACHUSETTS 02139, TEL. (617) 547-1750
146 MAIN STREET, MAYNARD, MASSACHUSETTS 01754, TEL. (617) 897-8815
927 15TH STREET, N. W., WASHINGTON, D. C. 20005, TEL. (202) 638-6862

1r 3

2r 50

6r

7r 6/11/83

Local Call No.

		Copies	Volumes
31r	Main; Pl.	C. 1	;
31r	Main;		;
31r	Main;	Art	;
31r	Main;	Bis	;
31r	Fp;		;
31r	Mp;		;
31r	Ol;		;
31r	Ro;		;
31r	Sh;		;
31r	Sp;		;
31r	Wa;		;
31r	Wp;		;

SHELF LIST

100 → 20 Fratris Rogeri Bacon

R
201
B129c

Bacon, Roger, 1214?-1294.
Compendium studii theologiae. Edidit H. Rashdall. Una cum appendice de operibus Rogeri Bacon edita per A. G. Little.
30 Aberdoniae: Typic academicis, 1911.
40 vi, 118, 2p. (British Society of Franciscan Studies, vol. III)
60 "Additions and corrections to vol. II. (Pecham) 2 p. at end.
70 1. Theology. 2. Bacon, Roger, 1214?-1294--Bibl. 71 I. Rashdall, Hastings, 1858-1924, ed.
71 II. Little, Andrew George, 1863-1945.
cop.1 Sep 15, 25
90 PA 3601 .B7
94 A 13 209

	Key	Date 1	Date 2	Place	Pubr.	Ht.
29	1 S	4 1911	4	4	4	2 22

	Class	Lang 1	Lang 2
41	1 S	4 lat.	4

	Bib.	Form	Conf.	Juv.	Suppl.
32	1 X	1 M	1	1	1

SEARCHING REPORT

✓ 42
__ 42-47
__ 48-52
__ 53-57
__ 58-62
__ 63-65
__ 66+

✓ Found LC copy
__ Found diff. ed.
__ call no.

__ Not found

SUBJECT HEADING UPDATING

2 No. of Headings
__ No. of Headings changed

Source
7th ed.
__ 7/64 - 12/65
__ 1/66 - 12/66
__ 1/67+

LC CALL NO. UPDATING

✓ changed
obsolete
✓ different treatment

MISSING (WHEN ASSIGNING LC CALL NO.)

__ Date 1st check
__ Recall required
__ Still missing, 2d check
__ Date recalled. Br.__
__ Date rec'd.

OTHER LOCATION SYMBOLS

Bkm	Ord
Bs	Per
Cat	Ra
Ita	Ref
Jewl	Tex
	Ya

ONICS

March 21, 1968

Mr. Leo Pinson
Providence Public Library
Providence, Rhode Island

Dear Leo:

Both Jim and I have reviewed your worksheets 52 - 100 and have the following comments:

(1) Do not find worksheet # 51.

(2) Tracing numbers, the words "series" and "title" in tracings and parentheses in series statements and tracing should be crossed out.

(3) Asterisks preceding tracings should be crossed out (# 54).

(4) Oversize books for branches should have a q beside the copy number (# 64).

(5) There is an unnumbered worksheet between 71 and 72.

(6) Should not have both a 94 (L.C. card number) and a 94 p. in the same record (# 65).

(7) Catchword title entries (title added entries not taken from the 1st part of the title statement), should be coded 74t (#70).

(8) When an obsolete L.C. call number is updated, enter the updated number as a local call number (7r) and tag the original number established at L.C. 90 (# 74,75,80).

(9) In updated call numbers, we feel it would be better to include the year in the updated version when L.C. has included it in its original call number (example 80).

(10) If subject headings are changed for any reason other than updating, the record should have a local identification number rather

new concepts in information organization, processing, and presentation

INFORONICS, INC.
806 MASSACHUSETTS AVENUE CAMBRIDGE, MASSACHUSETTS 02139 TEL. (617) 547-1750
146 MAIN STREET MAYNARD, MASSACHUSETTS 01754 TEL. (617) 897-8815
927 15TH STREET, N. W. WASHINGTON, D. C. 20005 TEL. (202) 638-6862

than the L.C. card number (# 81).

(11) The local call number is not needed in # 85.

(12) The delimeter should follow the 4 digit in the date in the main entry (# 99).

(13) In # 100 the series statement should be tagged 51 rather than 50, and in 75t only "Series:" should be crossed out.

I am enclosing xerox copies of all the worksheets noted.

Sincerely yours,

Ann T. Curran

Ann T. Curran
Library Systems Analyst

ATC:tmd
Enclosures

1r 54

2r 50

7r

Local Call No.

		Copies	Volumes
31r	Main;	c. 1	;
31r	Main;		;
31r	Main;	Art	;
31r	Main;	Bis	;
31r	Fp;		;
31r	Mp;		;
31r	Ol;		;
31r	Ro;		;
31r	Sh;		;
31r	Sp;		;
31r	Wa;		;
31r	Wp;		;

The asterisks in tracings should be crossed out

99

260
B115c 10a Babson, Roger Ward, 1875-
20 Can these bones live? By Roger Babson and Dudley Zuver.
30 New York, London, Harper & brothers [1945]
40 x, 254 p. 21 cm. 22 cm.
25 [1st ed.] ~~"First edition."~~

79 1. Christianity—20th cent. 71 I. Zuver, Dudley, joint author.
71 ~~II. Title.~~
94 45-8578

Library of Congress 90 BR479.B2
[25]
261

	Key	Date 1	Date 2	Place	Pubr.	Ht.
29	1 S	4 1945	4	4	4	2 22

	Class	Lang 1	Lang 2
41	1 S	4 eng	4

	Bib.	Form	Conf.	Juv.	Suppl.
32	1	1 M	1	1	1

SEARCHING REPORT

__42
__42-47
__48-52
__53-57
__58-62
__63-65
__66+

__Found LC copy
__Found diff. ed.
__________call no.

__Not found

SUBJECT HEADING UPDATING

1 No. of Headings
__No. of Headings changed

Source
__7th ed.
__7/64 - 12/65
__1/66 - 12/66
__1/67+

LC CALL NO. UPDATING

__changed
__obsolete
__different treatment

MISSING (WHEN ASSIGNING LC CALL NO.)

______Date 1st check
__Recall required
__Still missing, 2d check
______Date recalled. Br.___
______Date rec'd.

OTHER LOCATION SYMBOLS

Bkm
Bs
Cat
Ita
Jewl
Ord
Per
Ra
Ref
Tex
Ya

1r 64

2r 50 /BR/145/.2/.B3

7r [illegible]

Local Call No.

		Copies	Volumes
31r	Main;	1 c. 1-2	;
31r	Main;		;
31r	Main;	Art	;
31r	Main;	Bis	;
31r	Fp;		;
31r	Mp;	cop. 2, 1q	;
31r	Ol;		;
31r	Ro;		;
31r	Sh;	cop. 2, 1q	;
31r	Sp;	cop. 2, 1q	;
31r	Wa;		;
31r	Wp;		;

90 q270
B162h

SHELF LIST

10 Bainton, Roland Herbert, 1894-

20 The Horizon history of Christianity, by the editors of Horizon magazine. Editor in charge: Marshall B. Davidson. Author: Roland H. Bainton. 30 New York, American Heritage Pub. Co.; book trade distribution by Harper & Row [1964]

40 432 p. illus., facsims., ports. 31 cm.

60 Part of the illustrative matter is colored.

.9 70 1. Church history. 72 2. Horizon (New York, 1958-) 74 ~~I. Title.~~

90 BR145.2.B3 -270 94 64-19638

541 Library of Congress [4-1]

Key	Date 1	Date 2	Place	Pubr.	Ht.
1 S	4 1964	4	4	4	2 31

29

Class	Lang 1	Lang 2
1 S	4 eng	4

41

Bib.	Form	Conf.	Juv.	Suppl.
1	1 m	1	1	1

32

SEARCHING REPORT

__42	__58-62
__42-47	__63-65
__48-52	__66+
__53-57	

__Found LC copy
__Found diff. ed.
______________call no.

__Not found

SUBJECT HEADING UPDATING

1 No. of Headings
__No. of Headings changed

Source
__7th ed.
__7/64 - 12/65
__1/66 - 12/66
__1/67+

LC CALL NO. UPDATING

__changed
__obsolete
__different treatment

MISSING (WHEN ASSIGNING LC CALL NO.)

_____Date 1st check
__Recall required
__Still missing, 2d check
_____Date recalled. Br.___
_____Date rec'd.

OTHER LOCATION SYMBOLS

Bkm	Ord
Bs	Per
Cat	Ra
Ita	Ref
Jewl	Tex
	Ya

1r 65

2r 50

7r BR/145/.B4
Local Call No.

		Copies	Volumes
31r	Main;	c.1	;
31r	Main;		;
31r	Main;	Art	;
31r	Main;	Bis	;
31r	Fp;		;
31r	Mp;		;
31r	Ol;		;
31r	Ro;		;
31r	Sh;		;
31r	Sp;		;
31r	Wa;		;
31r	Wp;		;

Should not have both 94 & 94p

270
B571c

100 Bevan, Edwyn Robert, 1870-1943.

20 Christianity, by Edwyn Bevan ... 30 London, ~~T. Butterworth, ltd. [1932]~~ [1948] Oxford ~~univ. press.~~ University Press 1948

40 255, [1] p. ~~17 cm.~~ (Half-title: The home university library of modern knowledge)

60 Reprinted. of 1932 edition

70 ~~1.~~ Church history. 74 ~~I. Title.~~

~~94~~
~~32—11474~~

Library of Congress 96 BR146.B4 94p 68-65
[49e½]
270

	Key	Date 1	Date 2	Place	Pubr.	Ht.
29	1 r	4 1948	4 1932	4	4	2 02

	Class	Lang 1	Lang 2
41	1 s	4 eng	4

	Bib.	Form	Conf.	Juv.	Suppl.
32	1	1 m	1	1	1

SEARCHING REPORT

- ☐ 42
- ☑ 42-47
- ☐ 48-52
- ☐ 53-57
- ☐ 58-62
- ☐ 63-65
- ☐ 66+

☐ Found LC copy
☐ Found diff. ed.
_______ call no.

☐ Not found

SUBJECT HEADING UPDATING

1 No. of Headings
☐ No. of Headings changed

Source
☑ 7th ed.
☐ 7/64 - 12/65
☐ 1/66 - 12/66
☐ 1/67+

LC CALL NO. UPDATING

☑ changed
obsolete
☑ different treatment

MISSING (WHEN ASSIGNING LC CALL NO.)

_____ Date 1st check
☐ Recall required
☐ Still missing, 2d check
_____ Date recalled. Br.____
_____ Date rec'd.

OTHER LOCATION SYMBOLS

Bkm	Ord
Bs	Per
Cat	Ra
Ita	Ref
Jewl	Tex
	Ya

1r 70

2r 50

7r

Local Call No.

		Copies	Volumes
31r	Main;	c.1	;
31r	Main;		;
31r	Main;	Art	;
31r	Main;	Bis	;
31r	Fp;		;
31r	Mp;	Copy-c.1	;
31r	Ol;		;
31r	Ro;		;
31r	Sh;	Copy-c.1	;
31r	Sp;	Copy-c.1	;
31r	Wa;	Copy-c.1	;
31r	Wp;	Copy-c.1	;

270
C855t

10 Coulton, George Gordon, 1858-1947.
20 Ten medieval studies. Boston, Beacon Press, 1959.
40 207 p. 21 cm. 51 (Beacon paperback no. 82)
65 First ed. published in London in 1908 under title: Mediaeval studies.

70 1. Church history—Middle Ages. 70 2. Gt. Brit.—Church history—Medieval period. 70 3. Monasticism and religious orders—Middle Ages. 74 I. Title. ~~II. Title~~: Medieval studies.

90 BR252.C652 1959 270 94 59-6388

Library of Congress

29	Key	Date 1	Date 2	Place	Pubr.	Ht.
	1 S	4 1959	4	4	4	2 21

41	Class	Lang 1	Lang 2
	1 S	4 eng	4

32	Bib.	Form	Conf.	Juv.	Suppl.
	1	1 m	1	1	1

SEARCHING REPORT

___42	___58-62
___42-47	___63-65
___48-52	___66+
___53-57	

___Found LC copy
___Found diff. ed.
___________call no.

___Not found

SUBJECT HEADING UPDATING

3 No. of Headings
___No. of Headings changed

Source
✓7th ed.
___7/64 - 12/65
___1/66 - 12/66
___1/67+

LC CALL NO. UPDATING

___changed
___obsolete
___different treatment

MISSING (WHEN ASSIGNING LC CALL NO.)

_____Date 1st check
___Recall required
___Still missing, 2d check
_____Date recalled. Br.___
_____Date rec'd.

OTHER LOCATION SYMBOLS

Bkm	Ord
Bs	Per
Cat	Ra
Ita	Ref
Jewl	Tex
	Ya

1r 74

2r 50

7r BR/516/.5/.B265
Local Call No.

		Copies	Volumes
31r	Main;	c.1	;
31r	Main;		;
31r	Main;	Art	;
31r	Main;	Bis	;
31r	Fp;		;
31r	Mp;		;
31r	Ol;		;
31r	Ro;		;
31r	Sh;		;
31r	Sp;		;
31r	Wa;		;
31r	Wp;		;

280
B118r

10a Bach, Marcus, 1906-

20 Report to Protestants; a personal investigation of the weakness, need, vision and great potential of Protestants today. 25 [1st ed.] 30 Indianapolis, Bobbs-Merrill Co. [1948]

40 277 p. 23 cm.

70 1. U. S.—Religion. 72 2. Sects—U. S. 70 3. Christian union—U. S. 70 4. Protestantism. 94 I. Title.

90 BR516.B265 280 94 48-5216*

Library of Congress [20]

	Key	Date 1	Date 2	Place	Pubr.	Ht.
29	1 S	4 1948	4	4	4	2 23

	Class	Lang 1	Lang 2
41	1 S	4 eng	4

	Bib.	Form	Conf.	Juv.	Suppl.
32	1	1 m	1	1	1

SEARCHING REPORT

___42
___42-47
___48-52
___53-57
___58-62
___63-65
___66+

___Found LC copy
___Found diff. ed.
_______________call no.

___Not found

SUBJECT HEADING UPDATING

4 No. of Headings
___No. of Headings changed

Source
✓ 7th ed.
___7/64 - 12/65
___1/66 - 12/66
___1/67+

LC CALL NO. UPDATING

✓ changed
___obsolete
___different treatment

MISSING (WHEN ASSIGNING LC CALL NO.)

______Date 1st check
___Recall required
___Still missing, 2d check
______Date recalled. Br.___
______Date rec'd.

OTHER LOCATION SYMBOLS

Bkm
Bs
Cat
Ita
Jewl

Ord
Per
Ra
Ref
Tex
Ya

1r 75

2r 50

7r BR/516/.5/.B27
Local Call No.

		Copies	Volumes
31r	Main;	c.1	;
31r	Main;		;
31r	Main;	Art	;
31r	Main;	Bis	;
31r	Fp;		;
31r	Mp;		;
31r	Ol;		;
31r	Ro;		;
31r	Sh;		;
31r	Sp;		;
31r	Wa;		;
31r	Wp;		;

280
B118t

10 Bach, Marcus.

20 They have found a faith, ~~by Marcus Bach.~~ 30 Indianapolis, ~~New York,~~ ~~The~~ Bobbs-Merrill company, [1946]

40 300 p. 22cm.

35 "First edition."

70 ~~1.~~ Sects—U. S. 74 ~~I.~~ Title.

94 46-7535

~~Library of Congress~~ 90 BR516.B27

[5] 289

29	Key 1 S	Date 1 4 1946	Date 2 4	Place 4	Pubr. 4	Ht. 2 22

41	Class 1 S	Lang 1 4 eng	Lang 2 4

32	Bib. 1	Form 1 m	Conf. 1	Juv. 1	Suppl. 1

SEARCHING REPORT

___42	___58-62
___42-47	___63-65
___48-52	___66+
___53-57	

___Found LC copy
___Found diff. ed.
_______________call no.

___Not found

SUBJECT HEADING UPDATING

1 No. of Headings
___No. of Headings changed

Source
✓ 7th ed.
___7/64 - 12/65
___1/66 - 12/66
___1/67+

LC CALL NO. UPDATING

✓ changed
✓ obsolete
___different treatment

MISSING (WHEN ASSIGNING LC CALL NO.)

______Date 1st check
___Recall required
___Still missing, 2d check
______Date recalled. Br.___
______Date rec'd.

OTHER LOCATION SYMBOLS

Bkm	Ord
Bs	Per
Cat	Ra
Ita	Ref
Jewl	Tex
	Ya

1r 80

2r 50

7r BR516.C57 1949
Local Call No.

		Copies	Volumes
31r	Main;	[illegible]	;
31r	Main;	c.1	;
31r	Main;	Art	;
31r	Main;	Bis	;
31r	Fp; [illegible]	c.1	;
31r	Mp;		;
31r	Ol;		;
31r	Ro;		;
31r	Sh;		;
31r	Sp;		;
31r	Wa;		;
31r	Wp;		;

90 280
C59s2

10 Clark, Elmer Talmage, 1886–
20 The small sects in America. Rev. ed. New York, Abingdon-Cokesbury Press [1949]

40 256 p. 24 cm.

50 Bibliography: p. 236-240.

70✓ 1. Sects—U. S. 70 2. U. S.—Religion. 74c I. Title.

91 BR516.C57 1949 280.973 94 49-10200*

Library of Congress [12]

	Key	Date 1	Date 2	Place	Pubr.	Ht.
29	1 S	4 1949	4	4	4	2 24

	Class	Lang 1	Lang 2
41	1 S	4 eng	4

	Bib.	Form	Conf.	Juv.	Suppl.
32	1 X	1 m	1	1	1

SEARCHING REPORT

42
__42-47
__48-52
__53-57
__58-62
__63-65
__66+

__Found LC copy
__Found diff. ed.
________call no.

__Not found

SUBJECT HEADING UPDATING

2 No. of Headings
__No. of Headings changed

Source
7th ed.
__7/64 - 12/65
__1/66 - 12/66
__1/67+

LC CALL NO. UPDATING

✓ changed
✓ obsolete
__different treatment

MISSING (WHEN ASSIGNING LC CALL NO.)

____Date 1st check
__Recall required
__Still missing, 2d check
____Date recalled. Br.___
____Date rec'd.

OTHER LOCATION SYMBOLS

Bkm
Bs
Cat
Ita
Jewl
Ord
Per
Ra
Ref
Tex
Ya

1r 81

2r 50

7r

Local Call No.

		Copies	Volumes
31r	Main;	c.1	;
31r	Main;		;
31r	Main;	Art	;
31r	Main;	Bis	;
31r	Fp;		;
31r	Mp;		;
31r	Ol;		;
31r	Ro;		;
31r	Sh;		;
31r	Sp;		;
31r	Wa;		;
31r	Wp;		;

made 914 [illegible] because of LC modification

92
290
A64

10 Appleton, Ernest Robert, 1891-

20 An outline of religion, by E. R. Appleton; with a foreword by ~~the Reverend~~ S. Parkes Cadman . 30 New York, H. C. Kinsey, & ~~company, inc.,~~ 1934.

40 xi, 712 p. illus. 24½cm.

60 London edition (Hodder and Stoughton) has title: An outline of religion for children.

60 Bibliography included in preface.

70 1. Religions—Hist. ~~Juvenile literature.~~ 70 2. Church history—~~Juvenile literature.~~ 7 I. Title.

94 ~~34-20105~~

Library of Congress 90 BL82.A6 1934

———— Copy 2. 94p 63-81

Copyright A 74676 [5-2] 290

	Key	Date 1	Date 2	Place	Pubr.	Ht.
29	1 S	4 1934	4	4	4	2 25

	Class	Lang 1	Lang 2
41	1 S	4 eng	4

	Bib.	Form	Conf.	Juv.	Suppl.
32	1	1 m	1	1	1

SEARCHING REPORT

__42	__58-62
__42-47	__63-65
__48-52	__66+
__53-57	

__Found LC copy
__Found diff. ed.
________ call no.

__Not found

SUBJECT HEADING UPDATING

2 No. of Headings
2 No. of Headings changed

Source
✓ 7th ed.
__7/64 - 12/65
__1/66 - 12/66
__1/67+

LC CALL NO. UPDATING

__changed
__obsolete
__different treatment

MISSING (WHEN ASSIGNING LC CALL NO.)

____Date 1st check
__Recall required
__Still missing, 2d check
____Date recalled. Br.___
____Date rec'd.

OTHER LOCATION SYMBOLS

Bkm	Ord
Bs	Per
Cat	Ra
Ita	Ref
Jewl	Tex
	Ya

1r 85

2r 50

7r ~~[illegible] Lal/ac/~~

Local/Call No.

		Copies	Volumes
31r	Main;	c.1	;
31r	Main;	[illegible]	;
31r	Main;	Art	;
31r	Main;	Bis	;
31r	Fp;		;
31r	Mp;		;
31r	Ol;		;
31r	Ro;		;
31r	Sh;		;
31r	Sp;		;
31r	Wa;		;
31r	Wp;		;

Don't need to add local call

92
y290
B167w

SHELF LIST

10 Baker, Liva.
20 World faiths; a story of religion.
30 London, N.Y., Abelard-Schuman [1966, c1965]
40 x, 237p. illus. 23 cm.

60 Bibliography: p.225-227.

70 1. Religions. 92 I. Title.

90 31.92.83

91 65-25603

2882

Key	Date 1	Date 2	Place	Pubr.	Ht.
1 S	4 1966	4 [illegible]	4	4	2 23

29

Class	Lang 1	Lang 2
1 S	4 [illegible]	4

41

Bib.	Form	Conf.	Juv.	Suppl.
1 X	1 (1)	1	1	1

32

SEARCHING REPORT

- __42
- __42-47
- __48-52
- __53-57
- __58-62
- __63-65
- __66+

✓ Found LC copy
__Found diff. ed.
______call no.

__Not found

SUBJECT HEADING UPDATING

1 No. of Headings
__No. of Headings changed

Source
__7th ed.
__7/64 - 12/65
__1/66 - 12/66
__1/67+

LC CALL NO. UPDATING

__changed
__obsolete
__different treatment

MISSING (WHEN ASSIGNING LC CALL NO.)

____Date 1st check
__Recall required
__Still missing, 2d check
____Date recalled. Br.___
____Date rec'd.

OTHER LOCATION SYMBOLS

Bkm
Bs
Cat
Ita
Jewl
Ord
Per
Ra
Ref
Tex
Ya

1r ______________ 99

2r 50

7r ______________
Local Call No.

		Copies	Volumes
31r	Main;	c.1	;
31r	Main;		;
31r	Main;	Art	;
31r	Main;	Bis	;
31r	Fp;		;
31r	Mp;	cop c.1	;
31r	Ol;		;
31r	Ro;		;
31r	Sh;	cop-c.1	;
31r	Sp;	cop-c.1	;
31r	Wa;	cop-c.1	;
31r	Wp;	cop-c.1	;

301
B397g 100 SHELF LIST

Beckson, Karl E., 1926- ed.
20 Great theories in literary criticism. 30 New York, Farrar, Straus [1963]
40 317 p. 21 cm.
60 Includes bibliography.

70a 1. Criticism—Gt. Brit. 70 2. Classical literature—Hist. & crit.
~~I. Title.~~
90 PN99.G7B4 1963 801.9 94 63-8295 ‡
Library of Congress [5]

29

Key	Date 1	Date 2	Place	Pubr.	Ht.
1	4	4	4	4	2 21

41

Class	Lang 1	Lang 2
1 s	4 eng	4

32

Bib.	Form	Conf.	Juv.	Suppl.
1 x	1 m	1	1	1

SEARCHING REPORT

__42 __58-62
__42-47 __63-65
__48-52 __66+
__53-57

__Found LC copy
__Found diff. ed.
______________call no.

__Not found

SUBJECT HEADING UPDATING

__No. of Headings
__No. of Headings changed

Source
✓7th ed.
__7/64 - 12/65
__1/66 - 12/66
__1/67+

LC CALL NO. UPDATING

__changed
__obsolete
__different treatment

MISSING (WHEN ASSIGNING LC CALL NO.)

______Date 1st check
__Recall required
__Still missing, 2d check
______Date recalled. Br.___
______Date rec'd.

OTHER LOCATION SYMBOLS

Bkm	Ord
Bs	Per
Cat	Ra
Ita	Ref
Jewl	Tex
	Ya

1r 100

2r 50

7r

Local Call No.

		Copies	Volumes ①
31r	Main;	c.1	;
31r	Main;		;
31r	Main;	Art	;
31r	Main;	Bis	;
31r	Fp;		;
31r	Mp;		;
31r	Ol;		;
31r	Ro;		;
31r	Sh;		;
31r	Sp;		;
31r	Wa;		;
31r	Wp;		;

① 50 should be 51.
② Series tracing should not be crossed out

92
301
B786t 10a

RP.

Bowers, Fredson Thayer.

20 Textual & literary criticism. 30 Cambridge [Eng.] University Press, 1959. 51

40 viii, 185, [1] p. 21 cm. 50 (The Sandars lectures in bibliography, 1957-58)

60 Bibliographical references included in "Notes" (p. 151-[186])

60 CONTENTS.—Textual criticism and the literary critic.—The Walt Whitman manuscripts of Leaves of grass (1860)—The new textual criticism of Shakespeare.—Principle and practice in the editing of early dramatic texts. 70 70

701. Criticism, Textual. 2. Criticism. 3. Whitman, Walt, 1819-1892. Leaves of grass. 7-4. Shakespeare, William—Criticism, Textual. 7C5. English drama—Early modern and Elizabethan—Hist. & crit. 74E I. Title. 75 ~~(Series: Sandars lectures, 1957-58)~~

90 P47.B6 801.9 94/ 59-16139

Library of Congress [10]

29	Key	Date 1	Date 2	Place	Pubr.	Ht. 21
	1 s	4 1959	4	4	4	2

41	Class	Lang 1	Lang 2
	1 s	4 eng	4

32	Bib.	Form	Conf.	Juv.	Suppl.
	1 X	1 m	1	1	1

SEARCHING REPORT

__42	__58-62
__42-47	__63-65
__48-52	__66+
__53-57	

__Found LC copy
__Found diff. ed.
________call no.

__Not found

SUBJECT HEADING UPDATING

✓No. of Headings
__No. of Headings changed

Source
7th ed.
__7/64 - 12/65
__1/66 - 12/66
__1/67+

LC CALL NO. UPDATING

__changed
__obsolete
__different treatment

MISSING (WHEN ASSIGNING LC CALL NO.)

_____Date 1st check
__Recall required
__Still missing, 2d check
_____Date recalled. Br.___
_____Date rec'd.

OTHER LOCATION SYMBOLS

Bkm	Ord
Bs	Per
Cat	Ra
Ita	Ref
Jewl	Tex
	Ya

January 30, 1968

Mr. Leo Pinson
Providence Public Library
150 Empire Street
Providence, Rhode Island 02903

Dear Leo:

I am enclosing instructions for filling out the worksheets. This is really a rough draft but I thought I had better send it to you to get you started. We shall refine the typing and send you a revised version shortly.

Good luck!

Sincerely yours,

Ann T Curran

Ann T. Curran
Library Systems Analyst

ATC:tmd
Enclosure

new concepts in information organization, processing, and presentation

INFORONICS, INC.
806 MASSACHUSETTS AVENUE CAMBRIDGE, MASSACHUSETTS 02139 TEL. (617) 547-1750
146 MAIN STREET MAYNARD, MASSACHUSETTS 01754 TEL. (617) 897-8815
927 15TH STREET, N. W. WASHINGTON, D. C. 20005 TEL. (202) 638-6862

HOLDINGS STATEMENT PROCEDURE

These pages explain how to provide the holdings information (location, copies, volumes) needed for preparation of complete catalog cards and labels. Obviously, the output products will only be as accurate as the input data.

For the purpose of filling out the worksheets a branch is defined as any location for which a symbol is wanted over the call number on a single set of cards and a special shelf is any location for which a symbol is wanted over the call number on two sets of cards. Books for branch library reference collections will get a single set of cards. Books which are separately shelved because of spine length are not considered as special shelf books and will get only a single set of cards unless they are also assigned to a special shelf, for instance, Bis q.

The Inforonics publication Operating procedures for information transmittal in the New England Library Information Network, dated October 18, 1967 indicates the method to be used in recording copy and volume information. Corrections have been made in your copy of this manual to bring it closer to the Providence Work Sheet. It should be read thoroughly as much that is explained there is not repeated here.

The following are examples showing the handling of Providence data. In some cases subterfuges have been used to obtain the desired products without extra programming. (Particularly when the location symbol is on more than one line.)

I. Branch Books.

A. Single copy at Fox Point

31r   Fp: c.1

B. Single copy at Fox Point Ref

31r   Fp;   c.1   Ref

C. Single copy at Fox Point q

31r Fp; c.1 q

D. Single copy at Fox Point Ref q

Write the third and subsequent lines of the call number in 7r separating each line by a /

7r q/GA/1745.1/.U6/1948

31r Fp; c.1 Ref

(This will put Fp on the second line of the card, Ref on the third, q on the fourth, GA on the fifth, 1745.1 on the sixth, .U6 on the seventh and 1948 on the eighth.)

II. These methods should also be used for any central library department for which two sets of cards are not wanted. For example, if two sets are not wanted for books in the Jewelry collection.

A. Single copy in Jewelry

31r ~~Fp~~ Jewl; c.1

(Inserting Jewl in place of Fp)

B. Single copy in Jewelry q

31r ~~Fp~~ Jewl; c.1 q

C. Oversize circulation books would be

31r ~~Fp~~ q; c.1

or

31r ~~Fp~~ f; c.1

III. For central library special shelf locations for which two sets of cards are wanted, such as Bi~~x~~s.

A. Single copy in Bi~~x~~s

31r Main; c.1 Bi~~x~~s

B. Single copy in Bix q

-31r Main; c.1 Bi~~x~~s

and 29	1	4	4	4	4	Ht. 2	90

(other boxes in tag 29 to be filled out in the usual way.)

C. Single copy in Bis Ref

31r Main; c.1 Bis

and 29	1	4	4	4	4	Ht. 2	90

(other boxes in tag 29 to be filled out in the usual way.)

D. Single copy in Ref

31r Main; c.1 Ref

E. Single copy in Ref f

31r Main; c.1 Ref

and 29	1	4	4	4	4	Ht. 2	90

(other boxes in tag 29 to be filled out in the usual way.)

Note:

In D, E & F the sumbol in tag 31r will appear above the one base on data in the last box of tag 29 where 70 = q, 80 = Ref and 90 = f.

F. Single copy in Art Ref f

7r f /NA /1002 /.C66

31r Main; c.1 Art

29	1	4	4	4	4	Ht. 2	90

VI. Several holidngs statements can be combined on a single workskeet. For example, if the 1960 census had 50 volumes and volume 40 covered Rhode Island, the central library might have a circulating set and a set in Reference and the branches might each have circulating and Reference copies of volume 40. The work sheet would look like this:

Main; c.1, c.2 Ref; v.1-50

Fp; c.1, c.2 Ref; v.40

Mp; c.1, c.2 Ref; v.40

Ol; c.1, c.2 Ref; v.40

and so on for other the branches.

V. More difficult holdings might need to be submitted on two worksheets. For example, if a set of the census were also in Bis Ref a separtate work sheet with the same control number then 7r Ref/HA/2001/.U5/1960

31r Main; c.1 Bis; v.1-50

COPY - LOCATION INFORMATION FOR PROVIDENCE PUBLIC LIBRARY RECLASSIFICATION WORKSHEETS

CONTROL NUMBER

1r Record (or stamp) control no. LIBRARY IDENTIFICATION CODE

2r "50" has been preprinted on all forms. 50 is the code for Providence Public Library.

LOCAL CALL NO.

7r Whenever Providence Public Library wishes to use a call number different from the call number established at the Library of Congress and printed at the bottom of LC cards (Tag 90), record the desired call number on this line. This call number will then be printed in the left margin of all catalog cards produced and on all labels. The number established at LC will be in the record and will be printed at the bottom of the cards produced.

If nothing is recorded on this line, the Library of Congress established call number will automatically be placed in the left margin of catalog cards and labels.

When non LC cataloging (original cataloging or LC modified) is being used the call number will be tagged 90.

In recording this number, a slash should indicate the end of each line.

e.g. OP/481/M25/1964

No more than 6 characters should appear on each line.

~~The line will also be used to accommodate certain~~

The line will also be used to accommodate certain complicated location situations (e.g. a book at a branch, in their reference collection, which is oversize) which the present Inforonics programs cannot handle in a normal routine. Instructions for these special cases are given after the next section LOCATION, COPY, VOLUME INFORMATION.

31r LOCATION, COPY VOLUME INFORMATION

a. Explanation

From the data recorded here (1) the correct number of card sets will be generated (e.g. 2 sets of cards for a BIS book--one for the main catalog and one for the BIS catalog). (2) the location symbol(s) will be printed above the call number in catalog card margins and on labels e.g.

Ref
DU
490
.V55

(3) the correct number of labels -- i.e., a set of labels (spine label, book card label, and book pocket label) for each physical volume. e.g. if have 2 copies of a three volume work you will want labels for six physical volumes, each one containing the proper volume and copy designations. e.g.

DU	DU	DU	DU	DU	DU
490	490	490	490	490	490
.V55	.V55	.V55	.V55	.V55	.V55
v.1	v.2	v.3	v.1	v.2	v.3
c.1	c.1	c.1	c.2	c.2	c.2

(1) The first column contains the library building code -- i.e. Main or one of the branches, Fp, Mp, etc. The symbols for PPL's branches have been preprinted on the forms.

(2) The second column labeled "copies" contains the

copy information plus a symbol for location within a library, (e.g. Ref, Per, or Bis.) if the book is not in the main stacks.

(3) The third column labeled "Volumes" contains the volume information.

1r ____________________
Control No.

2r 50

7r ____________________
Local Call No.

		Copies	Volumes
31r	Main;	c. 1	;
31r	Main;		;
31r	Main;	Art	;
31r	Main;	Bis	;
31r	Fp;		;
31r	Mp;		;
31r	Ol;		;
31r	Ro;		;
31r	Sh;		;
31r	Sp;		;
31r	Wa;		;
31r	Wp;		;

One copy in Main (Central) Library in the circulating stacks

	Key	Date 1	Date 2	Place	Pubr.	Ht.
29	1	4	4	4	4	2

	Class	Lang 1	Lang 2
41	1	4	4

	Bib.	Form	Conf.	Juv.	Suppl.
32	1	1	1	1	1

SEARCHING REPORT

___42	___58-62
___42-47	___63-65
___48-52	___66+
___53-57	

___Found LC copy
___Found diff. ed.
____________________call no.

___Not found

SUBJECT HEADING UPDATING

___No. of Headings
___No. of Headings changed

Source
7th ed.
___7/64-12/65
___1/66-12/66
___1/67+

LC CALL NO. UPDATING

___changed
___obsolete
___different treatment

MISSING (WHEN ASSIGNING LC CALL NO.)

_____Date 1st check
_____Recall required
_____Still missing, 2d check
_____Date recalled. Br._____
_____Date rec'd.

OTHER LOCATION SYMBOLS

Bkm	Ord
Bs	Per
Cat	Ra
Ita	Ref
Jewl	Tex
	Ya

1r ______________________
Control No.

2r 50

7r ______________________
Local Call No.

		Copies	Volumes
31r	Main;	c.1	;
31r	Main;		;
31r	Main;	Art	;
31r	Main;	Bis	;
31r	Fp;	c.1	;
31r	Mp;		;
31r	Ol;		;
31r	Ro;		;
31r	Sh;		;
31r	Sp;		;
31r	Wa;		;
31r	Wp;		;

One copy in the Main (Central) Library in the Circulating Stacks and one copy in Fox Point Circulating Stacks

○

	Key	Date 1	Date 2	Place	Pubr.	Ht.
29	1	4	4	4	4	2

	Class	Lang 1	Lang 2
41	1	4	4

	Bib.	Form	Conf.	Juv.	Suppl.
32	1	1	1	1	1

SEARCHING REPORT

__42
__42-47
__48-52
__53-57
__58-62
__63-65
__66+

__Found LC copy
__Found diff. ed.
______________ call no.

__Not found

SUBJECT HEADING UPDATING

__No. of Headings
__No. of Headings changed

Source
__7th ed.
__7/64-12/65
__1/66-12/66
__1/67+

LC CALL NO. UPDATING

__changed
__obsolete
__different treatment

MISSING (WHEN ASSIGNING LC CALL NO.)

____Date 1st check
____Recall required
____Still missing, 2d check
____Date recalled. Br.____
____Date rec'd.

OTHER LOCATION SYMBOLS

Bkm
Bs
Cat
Ita
Jewl
Ord
Per
Ra
Ref
Tex
Ya

②

1r ______________________
Control No.

2r 50

7r ______________________
Local Call No.

		Copies	Volumes
31r	Main;	c.1-6	;
31r	Main;		;
31r	Main;	Art	;
31r	Main;	Bis	;
31r	Fp;		;
31r	Mp;	c.1	;
31r	Ol;		;
31r	Ro;		;
31r	Sh;	c.1-3	;
31r	Sp;		;
31r	Wa;		;
31r	Wp;		;

Six copies in Main - Stacks
One copy in Mt. Pleasant +
Three copies in Smith Hill

	Key	Date 1	Date 2	Place	Pubr.	Ht.
29	1	4	4	4	4	2

	Class	Lang 1	Lang 2
41	1	4	4

	Bib.	Form	Conf.	Juv.	Suppl.
32	1	1	1	1	1

SEARCHING REPORT

__42	__58-62
__42-47	__63-65
__48-52	__66+
__53-57	

__Found LC copy
__Found diff. ed.
______________ call no.

__Not found

SUBJECT HEADING UPDATING

__No. of Headings
__No. of Headings changed

Source
__7th ed.
__7/64-12/65
__1/66-12/66
__1/67+

LC CALL NO. UPDATING

__changed
__obsolete
__different treatment

MISSING (WHEN ASSIGNING LC CALL NO.)

____Date 1st check
____Recall required
____Still missing, 2d check
____Date recalled. Br.____
____Date rec'd.

OTHER LOCATION SYMBOLS

Bkm	Ord
Bs	Per
Cat	Ra
Ita	Ref
Jewl	Tex
	Ya

④

1r ______________________
Control No.

2r 50

7r ______________________
Local Call No.

		Copies	Volumes
31r	Main;	c.1	; V.1-3
31r	Main;		;
31r	Main;	Art	;
31r	Main;	Bis	;
31r	Fp;		;
31r	Mp;		;
31r	Ol;		;
31r	Ro;		;
31r	Sh;		;
31r	Sp;		;
31r	Wa;		;
31r	Wp;		;

One copy of each of the three
(physical) volumes
(3 labels)

○

	Key	Date 1	Date 2	Place	Pubr.	Ht.
29	1	4	4	4	4	2

	Class	Lang 1	Lang 2
41	1	4	4

	Bib.	Form	Conf.	Juv.	Suppl.
32	1	1	1	1	1

SEARCHING REPORT

___42
___42-47
___48-52
___53-57
___58-62
___63-65
___66+

___Found LC copy
___Found diff. ed.
______________ call no.

___Not found

SUBJECT HEADING UPDATING

___No. of Headings
___No. of Headings changed

Source
___7th ed.
___7/64-12/65
___1/66-12/66
___1/67+

LC CALL NO. UPDATING

___changed
___obsolete
___different treatment

MISSING (WHEN ASSIGNING LC CALL NO.)

_____Date 1st check
_____Recall required
_____Still missing, 2d check
_____Date recalled. Br._____
_____Date rec'd.

OTHER LOCATION SYMBOLS

Bkm
Bs
Cat
Ita
Jewl
Ord
Per
Ra
Ref
Tex
Ya

1r ____________________
Control No.

2r 50

7r ____________________
Local Call No.

		Copies	Volumes
31r	Main;		;
31r	Main;	c. 1	; v. 1-2
31r	Main;	Art	;
31r	Main;	Bis	;
31r	Fp;		;
31r	Mp;		;
31r	Ol;		;
31r	Ro;		;
31r	Sh;		;
31r	Sp;		;
31r	Wa;		;
31r	Wp;		;

One copy of one physical volume which contains 2 bibliographic volumes (1 label, designated v. 1-2

29

Key	Date 1	Date 2	Place	Pubr.	Ht.
1	4	4	4	4	2

41

Class	Lang 1	Lang 2
1	4	4

32

Bib.	Form	Conf.	Juv.	Suppl.
1	1	1	1	1

SEARCHING REPORT

__42
__42-47
__48-52
__53-57
__58-62
__63-65
__66+

__Found LC copy
__Found diff. ed.
____________call no.

__Not found

SUBJECT HEADING UPDATING

__No. of Headings
__No. of Headings changed

Source
__7th ed.
__7/64-12/65
__1/66-12/66
__1/67+

LC CALL NO. UPDATING

__changed
__obsolete
__different treatment

MISSING (WHEN ASSIGNING LC CALL NO.)

____Date 1st check
____Recall required
____Still missing, 2d check
____Date recalled. Br.____
____Date rec'd.

OTHER LOCATION SYMBOLS

Bkm
Bs
Cat
Ita
Jewl
Ord
Per
Ra
Ref
Tex
Ya

1r ____________________
Control No.

2r 50

7r ____________________
Local Call No.

		Copies	Volumes
31r	Main;	c.1-2	; v.1-5
31r	Main;		;
31r	Main;	Art	;
31r	Main;	Bis	;
31r	Fp;	c.1	; v.1, v.3
31r	Mp;		;
31r	Ol;		;
31r	Ro;		;
31r	Sh;		;
31r	Sp;		;
31r	Wa;	c.1	; v.1-3, v.5
31r	Wp;		;

Two copies of a multivolume work containing 5 physical volumes in the Main Library - Stacks.
(10 labels)

One copy of volumes 1 and 3 in Fox Point
(2 labels)

One copy of volumes 1, 2, 3 and 5 in Wanskuck
(4 labels)

	Key	Date 1	Date 2	Place	Pubr.	Ht.
29	1	4	4	4	4	2

	Class	Lang 1	Lang 2
41	1	4	4

	Bib.	Form	Conf.	Juv.	Suppl.
32	1	1	1	1	1

SEARCHING REPORT

__42	__58-62
__42-47	__63-65
__48-52	__66+
__53-57	

__Found LC copy
__Found diff. ed.
____________call no.

__Not found

SUBJECT HEADING UPDATING

__No. of Headings
__No. of Headings changed

Source
7th ed.
__7/64-12/65
__1/66-12/66
__1/67+

LC CALL NO. UPDATING

__changed
__obsolete
__different treatment

MISSING (WHEN ASSIGNING LC CALL NO.)

____Date 1st check
____Recall required
____Still missing, 2d check
____Date recalled. Br.____
____Date rec'd.

OTHER LOCATION SYMBOLS

Bkm	Ord
Bs	Per
Cat	Ra
Ita	Ref
Jewl	Tex
	Ya

1r 320 (Pg. 1)

2r 50

7r ____________
Local Call No.

		Copies	Volumes
31r	Main;	c.1	; v.1-5
31r	Main;		;
31r	Main;	Art	;
31r	Main;	Bis	;
31r	Fp;		;
31r	Mp;		;
31r	Ol;		;
31r	Ro;		;
31r	Sh;		;
31r	Sp;		;
31r	Wa;		;
31r	Wp;		;

Cont. on Next Worksheet

Two copies of volumes 1 & 3 and 1 copy of volumes 2, 4, & 5 in the Main Library--Stacks.

SHELF LIST

991
B797s Brackman, Arnold C

Southeast Asia's second front; the power struggle in the Malay Archipelago ₍by₎ Arnold C. Brackman. New York, Praeger ₍1966₎

xv, 341 p. 22 cm.

Bibliographical references included in "Notes" (p. 300-331)

4262 ✓ 1. Malay Archipelago—Politics. ✓ 2. Communism—Asia, Southeastern. I. Title.

DS518.1.B68 1966 320.991 65-24938

	Key	Date 1	Date 2	Place	Pubr.	Ht.
29	1	4	4	4	4	2

	Class	Lang 1	Lang 2
41	1	4	4

	Bib.	Form	Conf.	Juv.	Suppl.
32	1	1	1	1	1

SEARCHING REPORT

__42
__42-47
__48-52
__53-57
__58-62
__63-65
__66+

__Found LC copy
__Found diff. ed.
______call no.

__Not found

SUBJECT HEADING UPDATING

__No. of Headings
__No. of Headings changed

Source
7th ed.
__7/64 - 12/65
__1/66 - 12/66
__1/67+

LC CALL NO. UPDATING

__changed
__obsolete
__different treatment

MISSING (WHEN ASSIGNING LC CALL NO.)

____Date 1st check
__Recall required
__Still missing, 2d check
____Date recalled. Br.___
____Date rec'd.

OTHER LOCATION SYMBOLS

Ekm
Bs
Cat
Ita
Jewl
Ord
Per
Ra
Ref
Tex
Ya

1r 1340 (Pg, 2)
Control No.

2r 50
7r
Local Call No.

		Copies	Volumes
31r	Main;	c.2	;V.1, v.3
31r	Main;		;
31r	Main;	Art	;
31r	Main;	Bis	;
31r	Fp;		;
31r	Mp;		;
31r	Ol;		;
31r	Ro;		;
31r	Sh;		;
31r	Sp;		;
31r	Wa;		;
31r	Wp;		;

	Key	Date 1	Date 2	Place	Publ	Ht.
29	1	4	4	4	4	2

	Class	Lang 1	Lang 2
41	1	4	4

	Bib.	Form	Conf.	Juv.	Suppl.
32	1	1	1	1	1

SEARCHING REPORT

__42	__58-62
__42-47	__63-65
__48-52	__66+
__53-57	

__Found LC copy
__Found diff. ed.
__________call no.

__Not found

SUBJECT HEADING UPDATING

__No. of Headings
__No. of Headings changed

Source
__7th ed.
__7/64-12/65
__1/66-12/66
__1/67+

LC CALL NO. UPDATING

__changed
__obsolete
__different treatment

MISSING (WHEN ASSIGNING LC CALL NO.)

____Date 1st check
____Recall required
____Still missing, 2d check
____Date recalled. Br.____
____Date rec'd.

OTHER LOCATION SYMBOLS

Bkm	Ord
Bs	Per
Cat	Ra
Ita	Ref
Jewl	Tex
	Ya

5r (Suppress cards)

8

1r ______________________
Control No.

2r 50

7r ______________________
Local Call No.

		Copies	Volumes
31r	Main;		;
31r	Main;		;
31r	Main;	Art	;
31r	Main;	lc.1-2 Bis	;
31r	Fp;		;
31r	Mp;		;
31r	Ol;		;
31r	Ro;		;
31r	Sh;		;
31r	Sp;		;
31r	Wa;		;
31r	Wp;		;

If too crowded, write here
lc.1-2 Bis

Two copies in Bis

(Two sets of catalog cards with Bis printed above call no.; 1 for main catalog and one for Bis catalog)

○

	Key	Date 1	Date 2	Place	Pubr.	Ht.
29	1	4	4	4	4	2

	Class	Lang 1	Lang 2
41	1	4	4

	Bib.	Form	Conf.	Juv.	Suppl.
32	1	1	1	1	1

SEARCHING REPORT

_42	_58-62
_42-47	_63-65
_48-52	_66+
_53-57	

_Found LC copy
_Found diff. ed.
______________ call no.

_Not found

SUBJECT HEADING UPDATING

_No. of Headings
_No. of Headings changed

Source
_7th ed.
_7/64-12/65
_1/66-12/66
_1/67+

LC CALL NO. UPDATING

_changed
_obsolete
_different treatment

MISSING (WHEN ASSIGNING LC CALL NO.)

____Date 1st check
____Recall required
____Still missing, 2d check
____Date recalled. Br.____
____Date rec'd.

OTHER LOCATION SYMBOLS

Bkm	Ord
Bs	Per
Cat	Ra
Ita	Ref
Jewl	Tex
	Ya

1r ____________________
Control No.

2r 50

7r ____________________
Local Call No.

		Copies	Volumes
31r	Main;	c.1	;
31r	Main;		;
31r	Main;	Art	;
31r	Main;	c.2 Bis	;
31r	Fp;		;
31r	Mp;		;
31r	Ol;		;
31r	Ro;		;
31r	Sh;		;
31r	Sp;		;
31r	Wa;		;
31r	Wp;		;

One copy in the Main Stacks, & One copy in BIS

(One set of catalog cards without any location symbol for main catalog; two sets of catalog cards with BIS, one for the main catalog and one for the BIS catalog. Total -- 3 sets)

	Key	Date 1	Date 2	Place	Pubr.	Ht.
29	1	4	4	4	4	2

	Class	Lang 1	Lang 2
41	1	4	4

	Bib.	Form	Conf.	Juv.	Suppl.
32	1	1	1	1	1

SEARCHING REPORT

___ 42	___ 58-62
___ 42-47	___ 63-65
___ 48-52	___ 66+
___ 53-57	

___ Found LC copy
___ Found diff. ed.
____________________ call no.

___ Not found

SUBJECT HEADING UPDATING

___ No. of Headings
___ No. of Headings changed

Source
7th ed.
___ 7/64-12/65
___ 1/66-12/66
___ 1/67+

LC CALL NO. UPDATING

___ changed
obsolete
___ different treatment

MISSING (WHEN ASSIGNING LC CALL NO.)

______ Date 1st check
___ Recall required
___ Still missing, 2d check
______ Date recalled. Br.______
______ Date rec'd.

OTHER LOCATION SYMBOLS

Bkm	Ord
Bs	Per
Cat	Ra
Ita	Ref
Jewl	Tex
	Ya

16

1r ________________
Control No.

2r 50

7r ________________
Local Call No.

		Copies	Volumes
31r	Main;	c.1	;
31r	Main;		;
31r	Main;	c.3Art	;
31r	Main;	c.2Bis	;
31r	Fp;		;
31r	Mp;		;
31r	Ol;		;
31r	Ro;		;
31r	Sh;		;
31r	Sp;		;
31r	Wa;		;
31r	Wp;		;

One copy in the Main Stacks
One copy in Art
One copy in BIS

(One set of catalog cards without any symbols for the main catalog; Two sets with BIS; and Two sets with Art. Total -- 5 sets) ○

	Key	Date 1	Date 2	Place	Pubr.	Ht.
29	1	4	4	4	4	2

	Class	Lang 1	Lang 2
41	1	4	4

	Bib.	Form	Conf.	Juv.	Suppl.
32	1	1	1	1	1

SEARCHING REPORT

__42 __58-62
__42-47 __63-65
__48-52 __66+
__53-57

__Found LC copy
__Found diff. ed.
________________call no.

__Not found

SUBJECT HEADING UPDATING

__No. of Headings
__No. of Headings changed

Source
__7th ed.
__7/64-12/65
__1/66-12/66
__1/67+

LC CALL NO. UPDATING

__changed
obsolete
__different treatment

MISSING (WHEN ASSIGNING LC CALL NO.)

______Date 1st check
______Recall required
______Still missing, 2d check
______Date recalled. Br.____
______Date rec'd.

OTHER LOCATION SYMBOLS

Bkm
Bs
Cat
Ita
Jewl

Ord
Per
Ra
Ref
Tex
Ya

1r ______________________
Control No.

2r 50

7r ______________________
Local Call No.

		Copies	Volumes
31r	Main;		;
31r	Main;		;
31r	Main;	Art	;
31r	Main;	Bis	;
31r	Fp;	c.1 Ref	;
31r	Mp;		;
31r	Ol;		;
31r	Ro;		;
31r	Sh;		;
31r	Sp;		;
31r	Wa;		;
31r	Wp;		;

One copy on reference in Fox Point

(One set of catalog cards with Ref above call no.)

	Key	Date 1	Date 2	Place	Pubr.	Ht.
29	1	4	4	4	4	2

	Class	Lang 1	Lang 2
41	1	4	4

	Bib.	Form	Conf.	Juv.	Suppl.
32	1	1	1	1	1

SEARCHING REPORT

__42	__58-62
__42-47	__63-65
__48-52	__66+
__53-57	

__Found LC copy
__Found diff. ed. ______________ call no.

__Not found

SUBJECT HEADING UPDATING

__No. of Headings
__No. of Headings changed

Source
__7th ed.
__7/64-12/65
__1/66-12/66
__1/67+

LC CALL NO. UPDATING

__changed
__obsolete
__different treatment

MISSING (WHEN ASSIGNING LC CALL NO.)

____Date 1st check
____Recall required
____Still missing, 2d check
____Date recalled. Br.____
____Date rec'd.

OTHER LOCATION SYMBOLS

Bkm	Ord
Bs	Per
Cat	Ra
Ita	Ref
Jewl	Tex
	Ya

1r ______________________
Control No.

2r 50

7r ______________________
Local Call No.

	Copies	Volumes
31r Main;		;
31r Main;		;
31r Main;	Art	;
31r Main;	Bis	;
31r Fp;	c.1	;
31r Mp;Fp;	c.2 Ref	;
31r Ol;		;
31r Ro;		;
31r Sh;		;
31r Sp;		;
31r Wa;		;
31r Wp;		;

Two copies at Fox Point, one on Reference and one in their circulating stacks

(One set of catalog cards with Fp above call no. and one set of catalog cards with Fp Ref above the call no.)

(If 31r Fp; c.1, c.2 Ref is written on one line you will only get one set of cards which will have Fp; above call no.)

29

Key	Date 1	Date 2	Place	Pubr.	Ht.
1	4	4	4	4	2

41

Class	Lang 1	Lang 2
1	4	4

32

Bib.	Form	Conf.	Juv.	Suppl.
1	1	1	1	1

SEARCHING REPORT

___42
___42-47
___48-52
___53-57
___58-62
___63-65
___66+

___Found LC copy
___Found diff. ed.
______________call no.

___Not found

SUBJECT HEADING UPDATING

___No. of Headings
___No. of Headings changed

Source
___7th ed.
___7/64-12/65
___1/66-12/66
___1/67+

LC CALL NO. UPDATING

___changed
___obsolete
___different treatment

MISSING (WHEN ASSIGNING LC CALL NO.)

_____Date 1st check
_____Recall required
_____Still missing, 2d check
_____Date recalled. Br.____
_____Date rec'd.

OTHER LOCATION SYMBOLS

Bkm
Bs
Cat
Ita
Jewl
Ord
Per
Ra
Ref
Tex
Ya

INSTRUCTIONS FOR COMPLETING THE PROVIDENCE PUBLIC LIBRARY RECLASSIFICATION WORKSHEET

January 30, 1968

1r Control No.

The control number is a unique sequential number which identifies each title in the reclassification sample. When stamping the worksheets with the automatic numbering stamp, remember that worksheets containing continuation cards (card 2, 3, etc.) are not stamped.

2r Library Identification Code

"50" is the code for the Providence Public Library. It has been preprinted on the worksheets.

3r Suppress Spine Labels

This code has not been preprinted on the worksheets because it will not be required often. When spine labels are not wanted, insert the code "3r" on the worksheet in the space between "2r" and "7r".

4r Suppress Book Pocket Labels

Follow the same instructions described in "3r""Suppress Spine Labels". The usual requirement will be to suppress all labels requiring both "3r" and "4r" to be inserted in the space between "2r" and "7r".

5r Suppress Catalog Cards

Follow the same instructions described in "3r".

6r Extra Main Entry Cards

Whenever extra copies of the main entry card are desired, write "6r" and the number of main entry cards desired above the "7r" line.

6r 1
7r ______________________
Local Call No.

7r Local Call No.

Whenever Providence Public Library wishes to use a call number other than the call number established at the Library of

Congress and printed at the bottom of LC cards (Tag 90), record the desired call number on this line. This call number will then be printed in the left margin of all catalog cards produced and on all labels. Two things should be remembered in recording this number:

(1) The end of each line (except the last) should be indicated by a slash"

7r HG/481/.M25/A67

(2) No more than six characters can be placed on one line in the left margin of a catalog card (or on a label). If the data normally presented on one line exceeds six characters, a hyphen should be placed in the sixth position, a slash should follow the hyphen, and the remaining characters should follow the slash.

7r HG/276/.D725-/72

This should happen rarely.

The first line recorded in 7r (HG in the example above) will be placed on the main entry line, i.e. the fourth line down from the top edge of the card.

When a local call number is used, the LC established call number should be tagged 90 as usual. It will then be included in the machine readable record and will be printed at the bottom of the catalog cards generated.

When tagging original cataloging the call number assigned should be tagged 90.

If nothing is recorded in 7r, the LC established call number will automatically be placed in the left margin of the catalog cards and on the labels. It will be broken up as follows:

DS
2416
.R8
H764
1966
Vol.
2467

31r Location, Copy, Volume Information

A. Location Column

Within a library system there are generally found different library locations (the main and the branches) and different locations within a library (Ref., Stacks, Bis, q, etc.). Conventionally location symbols are used to indicate (1) library locations other than the main library and (2) locations within a library other than the main stacks. The special locations within a library can be further subdivided, e.g. oversize books in the Reference collection. Within the PPL system there can be a maximum of four location levels requiring a maximum of three location symbols -- an oversize, Reference, Bis book in the main library.

Normally only the highest location level -- the separate library (building) -- is recorded in the library "location column". The locations within a library are normally recorded in the "copies column".

In the PPL Reclassification Project the normal location recording techniques can be used for the following locations in the main library:

Circulating Stacks
Bis
Art
Tex
Jewl
Ita

and for all the shelf locations in the branches.

Because of certain restrictions in the existing NEBHE programs, it will be necessary to depart from the normal scheme in treating the books in the following special locations in the main library:

Reference (Ref)
Young Adults (Ya)
Book Selection (Bs)
Readers Advisor (Ra)
Bookmobile (Bkm)
Catalog (Cat)
Order (Ord)
Periodicals (Per)
Oversize (q or f)

Instructions for treating these locations are explained below B. 2b.

The location symbols for the main library and the branch locations have been preprinted on the worksheets, so that nothing will have to be recorded here for any of the "normal" conditions mentioned above.

B. Copies Column

1. Copy Data

"Copy" is abbreviated as small letter c followed by a period, "c.".

a. Single copies

Single copies are recorded as "c.1"

31r Main;	c.1	;
31r Fp;	c.1	;

From the data recorded above two sets of catalog cards will be generated -- one set with Fp printed above the call number and one set without any location symbol. Two sets of labels (spine label, book pocket label, and book card label) will be generated -- one with Fp printed above the call number and one without.

b. Multiple copies

(1) Multiple copies (consecutively numbered) can be indicated by recording the range of copy numbers preceded by a vertical bar "|", e.g. c.1-10.

31r Main;	|c.1-10	;
31r Mp;	|c.1-3	;

This will generate ten labels for the main library designated c.1 c.2 ... c.10 and three labels with the Mount Pleasant symbol designated c.1, c.2, c.3.

(2) If the copies located in a particular location are not consecutively numbered, each copy number (or range of consecutively numbered copies) is recorded separated by "comma's".

31r Main;	|c.1-3, c.5	;
31r Fp;	c.1, c.3	;

2. Special Shelf Location Data

a. Main library -- Art, Bis, Tex, Jewl, or Ita

Whenever a location symbol is recorded after the copy number on a line containing "Main" in the location column, two sets of catalog cards will be generated. (When no location symbol follows the copy number on a line with "Main" in the location column, one set of cards will be generated.)

"Art" and "Bis" have been preprinted on the worksheets. For these locations the copy number(s) should be inserted before the preprinted symbol. For other locations, record the copy number(s) followed by the location symbol.

31r Main;	c.1	;
31r Main;	c.1 Ita	;
31r Main;	c.1 Art	;
31r Main;	c.1 Bis	;

The data recorded above will generate a total of seven sets of cards:

1 set without any location symbol for the main catalog.
2 sets with "Ita" -- one set for the main catalog and one set for the Italian catalog.

2 sets with "Art" -- one set for the main catalog and one set for the Art catalog.

2 sets with "Bis" one set for the main catalog and one set for the BIS catalog.

(1) Special locations within Art, Bis, Tex, Jewl, Ita, such as Ref and f can be handled by writing the copy number and first location symbol in the regualar way and writing the Ref or f plus the call number for the work on the "7r" line.

7r Ref/QD/607/.A55
Local Call No.

31r Main;	c.1 Bis	;

The call number is written as a 7r Local Call No. even when it is the LC established call number. (See Worksheet Example 1, Page 2)

An additional location level can also be indicated using this technique

7r Ref/q/QD/607/.A55

31r Main;	c.1 Bis	;

It should be remembered that whatever is written in 7r will appear on all catalog cards covered by the worksheet. If other copies are in the system that are not in "Ref" shelf locations, additional worksheets will have to be prepared. (See Worksheet example 1).

The first line of data recorded in "7r" always begins on line 4, the main entry line, of the catalog card. When location symbols are recorded in "7r" the classification number will, therefore, begin on either the fifth or sixth lines of the catalog card depending on whether one or two location symbols were recorded "7r".

1r 242

2r 50

7r ____________
Local Call No.

		Copies	Volumes
31r	Main;	c. 1	;
31r	Main;		;
31r	Main;	Art	;
31r	Main;	Bis	;
31r	Fp;	c. 1	;
31r	Mp;		;
31r	Ol;		;
31r	Ro;		;
31r	Sh;		;
31r	Sp;		;
31r	Wa;		;
31r	Wp;		;

990
W731c

Williamson, James Alexander, 1886–

Cook and the opening of the Pacific, by James A. Williamson. London, Pub. by Hodder & Stoughton limited for the English universities press ⌊1946⌋
N.Y. Macmillan, 1948.
xii, 251 p. front. (port.) illus. (maps) pl. 18 cm. (*Half-title:* Teach yourself history library, ed. by A. L. Rowse)

"First printed July 1946."
"Authorities": p. 247.

1. Cook, James, 1728–1779. 2. Oceanica—Disc. & explor.
I. Title.
G246.C7W5 1946 923.942 47–23128

Library of Congress ⌊48c3⌋

	Key	Date 1	Date 2	Place	Pubr.	Ht.
29	1	4	4	4	4	2

	Class	Lang 1	Lang 2
41	1	4	4

	Bib.	Form	Conf.	Juv.	Suppl.
32	1	1	1	1	1

WORKSHEET EXAMPLE 1
(page 1)

SEARCHING REPORT

___ 42
___ 42-47
___ 48-52
___ 53-57
___ 58-62
___ 63-65
___ 66+

___ Found LC copy
___ Found diff. ed.
_____________ call no.

___ Not found

SUBJECT HEADING UPDATING

___ No. of Headings
___ No. of Headings changed

Source
___ 7th ed.
___ 7/64 - 12/65
___ 1/66 - 12/66
___ 1/67+

LC CALL NO. UPDATING

___ changed
___ obsolete
___ different treatment

MISSING (WHEN ASSIGNING LC CALL NO.)

_____ Date 1st check
___ Recall required
___ Still missing, 2d check
_____ Date recalled. Br.___
_____ Date rec'd.

OTHER LOCATION SYMBOLS

Ekm	Ord
Bs	Per
Cat	Ra
Ita	Ref
Jewl	Tex
	Ya

1r 242
Control No.

2r 50
7r Ref/G[illegible]/c.y/W5/1946
Local Call No.

		Copies	Volumes
31r	Main;		;
31r	Main;		;
31r	Main;	Art	;
31r	Main;	C./Bis	;
31r	Fp;		;
31r	Mp;		;
31r	Ol;		;
31r	Ro;		;
31r	Sh;		;
31r	Sp;		;
31r	Wa;		;
31r	Wp;		;

	Key	Date 1	Date 2	Place	Pubr.	Ht.
29	1	4	4	4	4	2

	Class	Lang 1	Lang 2
41	1	4	4

	Bib.	Form	Conf.	Juv.	Suppl.
32	1	1	1	1	1

SEARCHING REPORT

___42	___58-62
___42-47	___63-65
___48-52	___66+
___53-57	

___Found LC copy
___Found diff. ed.
_______________call no.

___Not found

SUBJECT HEADING UPDATING

___No. of Headings
___No. of Headings changed

Source
7th ed.
___7/64-12/65
___1/66-12/66
___1/67+

LC CALL NO. UPDATING

___changed
___obsolete
___different treatment

MISSING (WHEN ASSIGNING LC CALL NO.)

_____Date 1st check
___Recall required
___Still missing, 2d check
_____Date recalled. Br.____
_____Date rec'd.

OTHER LOCATION SYMBOLS

Bkm	Ord
Bs	Per
Cat	Ra
Ita	Ref
Jewl	Tex
	Ya

WORKSHEET EXAMPLE 1
(page 2)

b. Main Library -- Ref, Ya, Bs, Ra, Bkm, Cat, Ord, Per, q, or f

Using the procedure described above in a. would generate 2 sets of catalog cards. Whenever one set of cards is required, cross out the preprinted location symbol on a line not being used and write in the location symbol followed by a semicolon.

31r Ref; ~~Main~~;	c.1		;

31r Main;	c.1		;
31r Main;	c 2 Ita		;
31r Main;	c. 3	Art	;
31r Main;	c 4	Bis	;
31r Ya; ~~Fp~~;	c. 5		;
31r Mp;	c.1		;

If any of these locations have special locations within them, the symbol for internal special location can be recorded after the copy number.

31r Ref; ~~Main~~;	c.1q	;

c. Branch Libraries

One set of cards is produced for the branches in all cases -- i.e., for the general circulating stacks (no shelf location symbol in copy column) or for the special shelf locations, e.g. Ref. within a branch.

A special location in a branch library is indicated by recording the location symbol after the copy number.

31r Fp;	c. 1	Ref	;

When copies are in more than one location, the copy data for each location must be written on a separate line. In such a case, cross out one of the other branch symbols not needed, and write in the branch symbol followed by a semicolon and the copy and special location data.

31r Fp;	c.1		;
31r Fp; ~~Mp~~;	c.2	Ref	;

The above will generate 2 sets of catalog cards -- one with Fp above the call number and the other with Fp Ref above the call number.

(1) Only one location level within a branch can be achieved using the normal techniques. When further distinction is required, a procedure similar to that described B.2, a (1).

7r q/QC/201/.B6

31r Fp;	c.1	Ref	;

Again, as in B.2 a (1), additional worksheets will have to be used if the location symbol recorded on the "7r" line does not apply to all the copies in the system.

C. Volumes Column

1. Volume numbers are recorded in the same fashion as copy numbers -- a vertical bar precedes consecutively numbered volumes, and comma's separate nonconsecutive volume numbers (sets with gaps).

The data is written after the semicolon that has been preprinted on the worksheets.

31r Main;	|c.1-2	; |v.1-5
31r Main;	c.2 ITa	; v.1, v.4
31r Fp;	c.1	; |v.1-3, v.5

2. As indicated above (on the first line), 2 copies or sets of the same range of volume numbers can be treated normally using one line. If, however, the same volume numbers are not contained in each set, a different procedure should be followed. If the main library had 2 copies of volumes 1 and 2 but only one copy of volumes 3, 4, and 5, two worksheets would have to be used to generate the correct number of catalog cards and the correct number of labels.

The volume numbers in the first set would be recorded on the first worksheet. On the second worksheet would be recorded the control number, the code "5r" (Suppress Catalog Cards), and the volume numbers in the second set. (See Worksheet example 2). The catalog data does not have to be repeated on the second worksheet.

3. When a physical volume contains more than one bibliographic volume, the vertical bar preceding the volume numbers is omitted. If, for example, one physical volume contained bibliographic volumes 1 and 2 and the second physical volume contained bibliographic volumes 3 and 4, it would be recorded as follows:

31r Main;	c.1	; v.1-2, v.3-4

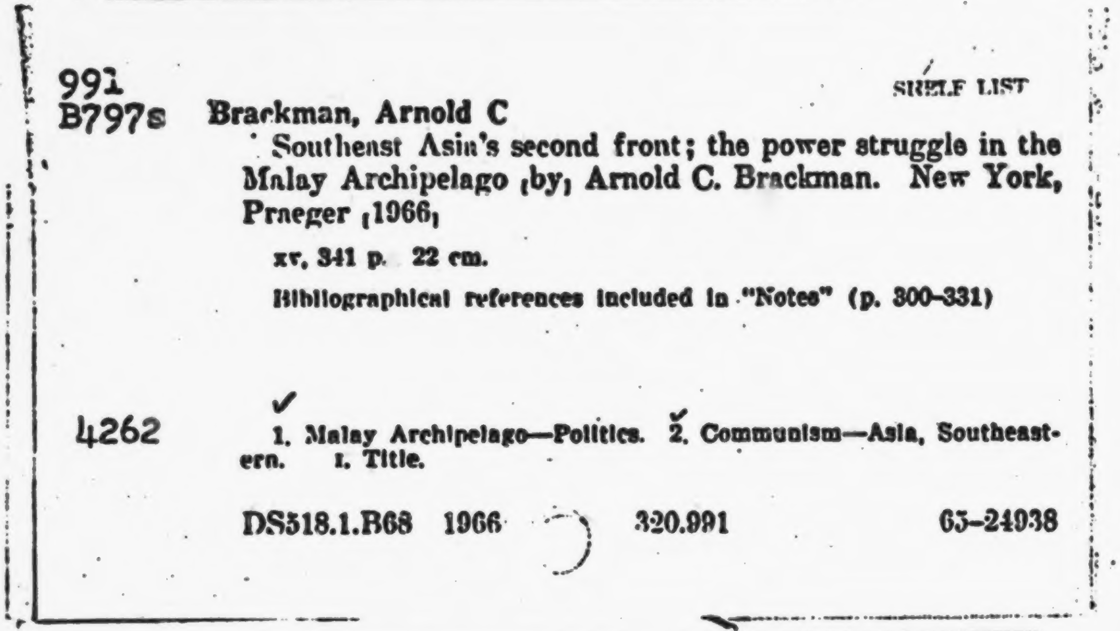
4. Volumes not designated "volume". The existing NEBHE programs can only handle separate parts designated as volumes. If the separate parts of a set are designated otherwise, a special "fudging" technique should be used. Again multiple worksheets will be required -- one for the catalog card set, and one for each part owned. The first worksheet will contain the data normally recorded, plus the code to Suppress Spine Labels, "3r", and the code to Suppress Pocket Labels "4r". Volume information is omitted from the first worksheet. On the next worksheet should be recorded the control number, the code "5r" to suppress catalog cards, the call number, a slash, and the volume designation for the first part on the "7r" line. Worksheets for the 2d part, 3d parts, etc. are

1r 340 (Page 1)

2r 50

7r ______________________
Local Call No.

		Copies	Volumes
31r	Main;	c. 1	; v. 1-5
31r	Main;		;
31r	Main;	Art	;
31r	Main;	Bis	;
31r	Fp;		;
31r	Mp;	—	;
31r	Ol;		;
31r	Ro;		;
31r	Sh;		;
31r	Sp;		;
31r	Wa;		;
31r	Wp;		;



991
B797s

SHELF LIST

Brackman, Arnold C
Southeast Asia's second front; the power struggle in the Malay Archipelago [by] Arnold C. Brackman. New York, Praeger [1966]

xv, 341 p. 22 cm.

Bibliographical references included in "Notes" (p. 300-331)

4262

✓ 1. Malay Archipelago—Politics. ✓ 2. Communism—Asia, Southeastern. I. Title.

DS518.1.B68 1966 320.991 65-24938

	Key	Date 1	Date 2	Place	Pubr.	Ht.
29	1	4	4	4	4	2

	Class	Lang 1	Lang 2
41	1	4	4

	Bib.	Form	Conf.	Juv.	Suppl.
32	1	1	1	1	1

SEARCHING REPORT

__42	__58-62
__42-47	__63-65
__48-52	__66+
__53-57	

__Found LC copy
__Found diff. ed.
______________call no.

__Not found

SUBJECT HEADING UPDATING

__No. of Headings
__No. of Headings changed

Source
7th ed.
__7/64 - 12/65
__1/66 - 12/66
__1/67+

LC CALL NO. UPDATING

__changed
__obsolete
__different treatment

MISSING (WHEN ASSIGNING LC CALL NO.)

______Date 1st check
__Recall required
__Still missing, 2d check
______Date recalled. Br.____
______Date rec'd.

OTHER LOCATION SYMBOLS

Ekm	Ord
Bs	Per
Cat	Ra
Ita	Ref
Jewl	Tex
	Ya

EXAMPLE 2

1r 340 (Page 2)
Control No.

2r 50
51
7r
Local Call No.

		Copies	Volumes
31r	Main;	c.2	; V.1-2
31r	Main;		;
31r	Main;	Art	;
31r	Main;	Bis	;
31r	Fp;		;
31r	Mp;		;
31r	Ol;		;
31r	Ro;		;
31r	Sh;		;
31r	Sp;		;
31r	Wa;		;
31r	Wp;		;

	Key	Date 1	Date 2	Place	Pubr.	Ht.
29	1	4	4	4	4	2

	Class	Lang 1	Lang 2
41	1	4	4

	Bib.	Form	Conf.	Juv.	Suppl.
32	1	1	1	1	1

SEARCHING REPORT

___42
___42-47
___48-52
___53-57
___58-62
___63-65
___66+

___Found LC copy
___Found diff. ed.
___call no.

___Not found

SUBJECT HEADING UPDATING

___No. of Headings
___No. of Headings changed

Source
7th ed.
___7/64-12/65
___1/66-12/66
___1/67+

LC CALL NO. UPDATING

___changed
___obsolete
___different treatment

MISSING (WHEN ASSIGNING LC CALL NO.)

___Date 1st check
___Recall required
___Still missing, 2d check
___Date recalled. Br.___
___Date rec'd.

OTHER LOCATION SYMBOLS

Bkm
Bs
Cat
Ita
Jewl
Ord
Per
Ra
Ref
Tex
Ya

EXAMPLE 2

filled out in the same fashion. Example 3 illustrates the procedure for a work using the call number established at LC (or for original cataloging). Example 4 illustrates the procedure when a local call number was substituted for the LC established call number.

EXAMPLE 3

3d work sheet

1r 106
2r 50
5r
7r LC/Call/no./as on/LC/copy/v.1/pt2

2d work sheet

1r 106
2r 50
5r
7r LC/Call /no./as on/LC/copy/v.1/pt.1

1st work sheet

1r 106
2r 50
3r
4r
31r Main; c.1

LC Card Copy
....
v. in 26 cm.

EXAMPLE 4

4th work sheet

1r	108
2r	50
5r	
7r	Local/Call/no/by PPL/1953-/1954

3d work sheet

1r	108
2r	50
5r	
7r	Local/ Call/no/by PPL /1952

2d work sheet

1r	108
2r	50
5r	
7r	Local/Call/no. /by PPL/1951

1st work sheet

1r	108
2r	50
3r	
4r	
7r	Local/Call /no. /by PPL
31r	Main;

LC Card Copy
....
v. 26 cm. annual.

○

Inforonics

INSTRUCTIONS FOR COMPLETING THE PROVIDENCE PUBLIC LIBRARY RECLASSIFICATION WORKSHEET

February 19, 1968

1r Control No.

The control number is a unique sequential number which identifies each title in the reclassification sample. When stamping the worksheets with the automatic numbering stamp, remember that worksheets containing continuation cards (card 2, 3, etc.) are not stamped.

2r Library Identification Code

"50" is the code for the Providence Public Library. It has been preprinted on the worksheets.

3r Suppress Spine Labels

This code has not been preprinted on the worksheets because it will not be required often. When spine labels are not wanted, insert the code "3r" on the worksheet in the space between "2r" and "7r".

4r Suppress Book Pocket Labels

Follow the same instructions described in "3r" "Suppress Spine Labels". The usual requirement will be to suppress all labels requiring both "3r" and "4r" to be inserted in the space between "2r" and "7r".

5r Suppress Catalog Cards

Follow the same instructions described in "3r".

6r Extra Main Entry Cards

Whenever extra copies of the main entry card are desired, write "6r" and the number of main entry cards desired above the "7r" line.

6r 1
7r ______________________________
Local Call No.

7r Local Call No.

Whenever Providence Public Library wishes to use a call number other than the call number established at the Library of Congress and printed at the bottom of LC cards (Tag 90), record the desired call number on this line. This call number will then be printed in the left margin of all catalog cards produced and on all labels. Two things should be remembered in recording this number:

(1) The end of each line (except the last) should be indicated by a slash.

7r HG/481/.M25/A67
Local Call No.

(2) No more than six characters can be placed on one line in the left margin of a catalog card (or on a label). If the data normally presented on one line exceeds six characters, a hyphen should be placed in the sixth position, a slash should follow the hyphen, and the remaining characters should follow the slash.

7r HG/276/.D725-/72
Local Call No.

This should happen rarely.

The first line recorded in 7r (HG in the example above) will be placed on the main entry line, i.e., the fourth line down from the top edge of the card.

When a local call number is used, the LC established call number should be tagged 90 as usual. It will then be included in the machine readable record and will be printed at the bottom of the catalog cards generated.

When tagging original cataloging the call number assigned should be tagged 90.

If nothing is recorded in 7r, the LC established call number will automatically be placed in the left margin of the catalog cards and on the labels. It will be broken up as follows:

DS
2416
.R8
H764
1966
Vol.
2467

31r Location, Copy, Volume Information

A. Location Column

Within a library system there are generally found different library locations (the main and the branches) and different locations within a library (Ref., Stacks, Bis, q, etc.). Conventionally location symbols are used to indicate (1) library locations other than the main library and (2) locations within a library other than the main stacks. The special locations within a library can be further subdivided, e.g., oversize books in the Reference collection. Within the PPL system there can be a maximum of four location levels requiring a maximum of three location symbols -- an oversize, Reference, Bis book in the main library.

Normally only the highest location level -- the separate library (building) -- is recorded in the library "location column". The locations within a library are normally recorded in the "copies column".

In the PPL Reclassification Project the normal location recording techniques can be used for the following locations in the main library:

Circulating Stacks
Bis
Art
Tex
Jewl
Ita

and for all the shelf locations in the branches.

Because of certain restrictions in the existing NEBHE programs, it will be necessary to depart from the normal scheme in treating the books in the following special locations in the main library:

Reference (Ref)
Young Adults (Ya)
Book Selection (Bs)
Readers Advisor (Ra)
Bookmobile (Bkm)
Catalog (Cat)
Order (Ord)
Periodicals (Per)
Oversize (q or f)

Instructions for treating these locations are explained below B. 2b.

The location symbols for the main library and the branch locations have been preprinted on the worksheets, so that nothing will have to be recorded here for any of the "normal" conditions mentioned above.

B. Copies Column

1. Copy Data

"Copy" is abbreviated as small letter c followed by a period, "c.".

a. Single copies

Single copies are recorded as "c.1"

31r Main;	c.1	;
31r Fp;	c.1	;

From the data recorded above two sets of catalog cards will be generated -- one set with Fp printed above the call number and one set without any location symbol. Two sets of labels (spine label, book pocket label, and book card label) will be generated -- one with Fp printed above the call number and one without.

b. Multiple copies

(1) Multiple copies (consecutively numbered) can be indicated by recording the range of copy numbers preceded by a vertical bar "|", e.g., |c.1-10.

31r Main;	|c.1-10	;
31r Mp;	|c.1, c.3	;

This will generate ten labels for the main library designated c.1 c.2 ... c.10 and three labels with the Mount Pleasant symbol designated c.1, c.2, c.3.

(2) If the copies located in a particular location are not consecutively numbered, each copy number (or range of consecutively numbered copies) is recorded separated by "comma's".

31r Main;	|c.1-3, c.5	;
31r Fp;	c.1, c.3	;

2. Special Shelf Location Data

a. Main library -- Art, Bis, Tex, Jewl, or Ita

(1) Whenever a location symbol is recorded after the copy number on a line containing "Main" in the location column, two sets of catalog cards will be

generated. (When no location symbol follows the copy number on a line with "Main" in the location column, one set of cards will be generated.)

(2) "Art" and "Bis" have been preprinted on the worksheets. For these locations the copy number(s) should be inserted before the preprinted symbol. For other locations, record the copy number(s) followed by the location symbol.

31r	Main;	C.1	;
31r	Main;	C.1 Ita	;
31r	Main;	C.1 Art	;
31r	Main;	C.1 Bis	;

The data recorded above will generate a total of seven sets of cards: 1 set without any location symbol for the main catalog; 2 sets with "Ita" -- (one set for the main catalog and one set for the Italian catalog); 2 sets with "Art" -- (one set for the main catalog and one set for the Art catalog); 2 sets with "Bis" -- (one set for the main catalog and one set for the BIS catalog).

(3) Special locations within Art, Bis, Tex, Jewl, Ita, such as Ref and f can be handled by writing the copy number and first location symbol in the regular way and writing the Ref or f plus the call number for the work on the "7r" line.

7r Ref/QD/607/.A55
Local Call No.

31r	Main;	C.1 Bis	;

The call number is written as a 7r Local Call No. even when it is the LC established call number. (See Worksheet Example 1, Page 2)

An additional location level can also be indicated using this technique

7r Ref/q/QD/607/.A55
Local Call No.

31r	Main;	C.1 Bis	;

It should be remembered that whatever is written in 7r will appear on all catalog cards covered by the worksheet. If other copies are in the system that are not in "Ref" shelf locations, additional worksheets will have to be prepared. (See Worksheet example 1).

The first line of data recorded in "7r" always begins on line 4, the main entry line, of the catalog card. When location symbols are recorded in "7r" the classification number will, therefore, begin on either the fifth or sixth lines of the catalog card depending on whether one or two location symbols were recorded in "7r".

b. Main library -- Ref, Ya, Bs, Ra, Bkm, Cat, Ord, Per, q, or f

(1) Using the procedure described above in a. would generate 2 sets of catalog cards. Whenever one set of cards is required, cross out the preprinted location symbol on a line not being used and write in the location symbol followed by a semicolon.

31r Ref; ~~Main;~~	c.1	;
31r Main;	c.1	;
31r Main;	c.2 Ita	;
31r Main;	c.3 Bkm	;
31r Main;	c.4 Art	;
31r Main;	c.5 Bis	;
31r Ya; ~~Fp;~~	c.6	;
31r Mp;	c.1	;

(2) If any of these locations have special locations within them, the symbol for internal special location can be recorded after the copy number.

31r Ref; ~~Main;~~	c.1 q	;

c. Branch libraries

(1) One set of cards is produced for the branches in all cases -- i.e., for the general circulating stacks (no shelf location symbol in copy column) or for the special shelf locations, e.g., Ref. within a branch.

A special location in a branch library is indicated by recording the location symbol after the copy number.

31r Fp;	c.1 Ref	;

1r 242

2r 50

7r ______
Local Call No.

		Copies	Volumes
31r	Main;	c.1	;
31r	Main;		;
31r	Main;	Art	;
31r	Main;	Bis	;
31r	Fp;	c.1	;
31r	Mp;		;
31r	Ol;		;
31r	Ro;		;
31r	Sh;		;
31r	Sp;		;
31r	Wa;		;
31r	Wp;		;

990
W731c

Williamson, James Alexander, 1886–
Cook and the opening of the Pacific, by James A. Williamson. London, Pub. by Hodder & Stoughton limited for the English universities press [1946]
N.Y. Macmillan, 1948.
xii, 251 p. front. (port.) illus. (maps) pl. 18 cm. (*Half-title:* Teach yourself history library, ed. by A. L. Rowse)

"First printed July 1946."
"Authorities": p. 247.

1. Cook, James, 1728–1779. 2. Oceanica—Disc. & explor.
I. Title.
G246.C7W5 1946 923.942 47–23128

Library of Congress [48c3]

	Key	Date 1	Date 2	Place	Pubr.	Ht.
29	1	4	4	4	4	2

	Class	Lang 1	Lang 2
41	1	4	4

	Bib.	Form	Conf.	Juv.	Suppl.
32	1	1	1	1	1

EXAMPLE 1
(page 1)

SEARCHING REPORT

__ 42
__ 42-47
__ 48-52
__ 53-57
__ 58-62
__ 63-65
__ 66+

__ Found LC copy
__ Found diff. ed.
______ call no.

__ Not found

SUBJECT HEADING UPDATING

__ No. of Headings
__ No. of Headings changed

Source
7th ed.
__ 7/64 - 12/65
__ 1/66 - 12/66
__ 1/67+

LC CALL NO. UPDATING

__ changed
__ obsolete
__ different treatment

MISSING (WHEN ASSIGNING LC CALL NO.)

____ Date 1st check
__ Recall required
__ Still missing, 2d check
____ Date recalled. Br.___
____ Date rec'd.

OTHER LOCATION SYMBOLS

Ekm
Bs
Cat
Ita
Jewl
Ord
Per
Ra
Ref
Tex
Ya

XERO COPY

1r 242
Control No.

2r 50

7r Ref/[illegible]/[illegible]/[illegible]/1946
Local Call No.

		Copies	Volumes
31r	Main;		;
31r	Main;		;
31r	Main;	Art	;
31r	Main;	C./Bis	;
31r	Fp;		;
31r	Mp;		;
31r	Ol;		;
31r	Ro;		;
31r	Sh;		;
31r	Sp;		;
31r	Wa;		;
31r	Wp;		;

○

	Key	Date 1	Date 2	Place	Pubr.	Ht.
29	1	4	4	4	4	2

	Class	Lang 1	Lang 2
41	1	4	4

	Bib.	Form	Conf.	Juv.	Suppl.
32	1	1	1	1	1

SEARCHING REPORT

___42	___58-62
___42-47	___63-65
___48-52	___66+
___53-57	

___Found LC copy
___Found diff. ed.
___________call no.

___Not found

SUBJECT HEADING UPDATING

___No. of Headings
___No. of Headings changed

Source
___7th ed.
___7/64-12/65
___1/66-12/66
___1/67+

LC CALL NO. UPDATING

___changed
___obsolete
___different treatment

MISSING (WHEN ASSIGNING LC CALL NO.)

_____Date 1st check
_____Recall required
_____Still missing, 2d check
_____Date recalled. Br.____
_____Date rec'd.

OTHER LOCATION SYMBOLS

Bkm	Ord
Bs	Per
Cat	Ra
Ita	Ref
Jewl	Tex
	Ya

EXAMPLE 1
(page 2)

(2) When copies are in more than one location, the copy data for each location must be written on a separate line. In such a case, cross out one of the other branch symbols not needed, and write in the branch symbol followed by a semicolon and the copy and special location data.

31r Fp;	c.1	
31r Fp; ~~Mp;~~	c.2 Ref	;

The above will generate 2 sets of catalog cards -- one with Fp above the call number and the other with Fp above the call number.
Ref

(3) Only one location level within a branch can be achieved using the normal techniques. When further distinction is required, a procedure similar to that described in B.2, a (1) is used.

7r q/QD/201/.B6
Local Call No.

31r Fp;	c.1 Ref	;

Again, as in B.2 a (1), additional worksheets will have to be used if the location symbol recorded on the "7r" line does not apply to all the copies in the system.

C. Volumes Column

1. Volume numbers are recorded in the same fashion as copy numbers -- a vertical bar precedes consecutively numbered volumes, and comma's separate nonconsecutive volume numbers (sets with gaps).

   The data is written after the semicolon that has been preprinted on the worksheets.

31r Main;	|c.1-2	;|v.1-5
31r Main;	c.3 I+a	; v.1, v.4
31r Fp;	c.1	;|v.1-3, v.5

2. As indicated above (on the first line), 2 copies or sets of the same range of volume numbers can be treated normally using one line. If, however, the same volume numbers are not contained in each set, a different procedure should be followed. If the main library had 2 copies of volumes 1 and 2 but only one copy of volumes 3, 4, and 5, two worksheets would have to be used to generate the correct number of catalog cards and the correct number of labels. The volume numbers in the

first set would be recorded on the first worksheet. On the second worksheet would be recorded the control number, the code "5r" (Suppress Catalog Cards), and the volume numbers in the second set. (See Worksheet Example 2). The catalog data does not have to be repeated on the second worksheet.

3. When a physical volume contains more than one bibliographic volume, the vertical bar preceding the volume numbers is omitted. If, for example, one physical volume contained bibliographic volumes 1 and 2 and the second physical volume contained bibliographic volumes 3 and 4, it would be recorded as follows:

31r Main;		;v.1-2, v.3-4

4. Volumes not designated "volume". The existing NEBHE programs can only handle separate parts designated as volumes. If the separate parts of a set are designated otherwise, a special "fudging" technique should be used. Again multiple worksheets will be required -- one for the catalog card set, and one for each part owned. The first worksheet will contain the data normally recorded, plus the code to Suppress Spine Labels, "3r", and the code to Suppress Pocket Labels "4r". Volume information is omitted from the first worksheet. On the next worksheet should be recorded the control number, the code "5r" to suppress catalog cards, the call number, a slash, and the volume designation for the first part on the "7r" line. Worksheets for the 2d part, 3d parts, etc. are filled out in the same fashion. Example 3 illustrates the procedure for a work using the call number established at LC.

Ann T. Curran

Ann T. Curran

1r 340 (Page 1)

2r 50

7r ______________

Local Call No.

		Copies	Volumes
31r	Main;	c.1	; v.1-5
31r	Main;		;
31r	Main;	Art	;
31r	Main;	Bis	;
31r	Fp;		;
31r	Mp;	—	;
31r	Ol;		;
31r	Ro;		;
31r	Sh;		;
31r	Sp;		;
31r	Wa;		;
31r	Wp;		;

991
B797s Brackman, Arnold C
Southeast Asia's second front; the power struggle in the Malay Archipelago ₍by₎ Arnold C. Brackman. New York, Praeger ₍1966₎

xv, 341 p. 22 cm.

Bibliographical references included in "Notes" (p. 300-331)

SHELF LIST

4262 ✓1. Malay Archipelago—Politics. ✓2. Communism—Asia, Southeastern. I. Title.

DS518.1.B68 1966 320.991 65-24938

	Key	Date 1	Date 2	Place	Pubr.	Ht.
29	1	4	4	4	4	2

	Class	Lang 1	Lang 2
41	1	4	4

	Bib.	Form	Conf.	Juv.	Suppl.
32	1	1	1	1	1

SEARCHING REPORT

___42
___42-47
___48-52
___53-57
___58-62
___63-65
___66+

___Found LC copy
___Found diff. ed.
______________call no.

___Not found

SUBJECT HEADING UPDATING

___No. of Headings
___No. of Headings changed

Source
7th ed.
___7/64 - 12/65
___1/66 - 12/66
___1/67+

LC CALL NO. UPDATING

___changed
___obsolete
___different treatment

MISSING (WHEN ASSIGNING LC CALL NO.)

______Date 1st check
___Recall required
___Still missing, 2d check
______Date recalled. Br.___
______Date rec'd.

OTHER LOCATION SYMBOLS

Ekm
Bs
Cat
Ita
Jewl
Ord
Per
Ra
Ref
Tex
Ya

EXAMPLE 2

1r 340 (Page 2)
Control No.

2r 50
5r
7r
Local Call No.

		Copies	Volumes
31r	Main;	c. 2	; V.1-2.
31r	Main;		;
31r	Main;	Art	;
31r	Main;	Bis	;
31r	Fp;		;
31r	Mp;		;
31r	Ol;		;
31r	Ro;		;
31r	Sh;		;
31r	Sp;		;
31r	Wa;		;
31r	Wp;		;

	Key	Date 1	Date 2	Place	Pubr.	Ht.
29	1	4	4	4	4	2

	Class	Lang 1	Lang 2
41	1	4	4

	Bib.	Form	Conf.	Juv.	Suppl.
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SEARCHING REPORT

___42 ___58-62
___42-47 ___63-65
___48-52 ___66+
___53-57

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________________call no.

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OTHER LOCATION SYMBOLS

Bkm	Ord
Bs	Per
Cat	Ra
Ita	Ref
Jewl	Tex
	Ya

EXAMPLE 2

1r 108

2r 50

5r

7r HX/15/.S59/1965-/1966

Local Call No.

1r 708

2r 50

5r

7r HX/15/.S59/1964

Local Call No.

1r 708

2r 50

3r

7r HX/15/.S59

Local Call No.

	Copies	Volumes
31r Main;		;
31r Main;		;
31r Main;	Art	;
31r Main;	Bis	;
31r Fp;	5	;
31r Mp;	—	;
31r Ol;		;
31r Ro;		;
31r Sh;		;
31r Sp;		;
31r Wa;		;
31r Wp;		;

FOR LIBRARY HOLDINGS
SEE FOLLOWING CARD.

320
So13

The Socialist register. 1964-
New York, Monthly Review Press.

v. 22 cm. annual.

Cover title, 1964- : The Socialist register; a survey of movements & ideas.
Editors: 1964- R. Miliband and J. Saville.

1. Socialism—Addresses, essays, lectures. 2. Communism—Addresses, essays, lectures. 3. World politics—1945- —Addresses, essays, lectures. I. Miliband, Ralph, ed. II. Saville, John, ed.

Ser.

HX15.S59 ○ 320 EXAMPLE 3 64-20430

3rd Worksheet

2d Worksheet

1st Worksheet

__Not found

SUBJECT HEADING UPDATING

__No. of Headings
__No. of Headings changed

Source
__7th ed.
__7/64 - 12/65
__1/66 - 12/66
__1/67+

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OTHER LOCATION SYMBOLS

Ekm / Ord